

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

September 16, 2009

ISIS Memorandum 10-006

To: Employee Administrators
Human Resource Directors

Subject: Elimination of Off-cycles

Please be advised that effective pay period 21/2009 (9/21/2009 – 10/4/2009), we will eliminate off-cycle processing on Thursdays and Fridays of non-payroll weeks. Off-cycles will continue to be processed Wednesday through Friday of payroll week and Monday through Wednesday of non-payroll week.

When the off-cycle workbench is locked on Wednesday of non-payroll week, it will remain locked until Wednesday of payroll week.

Using the period above as an example:

Monday (9/21) – payroll will run

Tuesday (9/22) – off-cycle closed

Wednesday – Friday (9/23, 9/24, 9/25) – off-cycle opened

Monday – Wednesday (9/28, 9/29, 9/30) – off-cycle opened

Thursday – Friday (10/1, 10/2) – off-cycle closed

If you have questions, contact the ISIS HR Help Desk at (225) 342-2677 or submit a [web ticket](#).

MOH/sc