



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

May 25, 2006

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-55

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2006 ends June 18, 2006 with payroll direct deposits and checks for the June 23, 2006 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2006 payroll transactions will be processed through ISIS HR for pay period ending June 18, 2006.

Off-cycle processing for fiscal year 2006 must be processed through the system no later than Wednesday, June 28, 2006. Any off-cycle corrections for a fiscal year 2006 payment that has been reversed must be entered by June 28, 2006 in order to be charged to fiscal year 2006. All reversals and off-cycle payments processed after the deadline of June 28, 2006 will be charged to fiscal year 2007 in AFS. **NOTE: The off-cycle workbench will be locked Thursday, June 29, 2006 and will remain locked until Wednesday morning, July 5, 2006.**

**All J5 rejects in AFS for the June 23, 2006 payday and for off-cycles processed through Wednesday, June 28, 2006 must be corrected (in PEND3 status) by 9:00 a.m., Friday, June 30, 2006 in order to be charged to fiscal year 2006 in AFS.**

If you have any questions concerning the information above, please contact a member of the Benefits and Financial Administration Unit at (225):

Angel Vernon	342-5344	Angela Woods	342-5345
Penny Jones	342-5354	Orneatha Wright	342-5357
Laurie Lee	342-5377		

JWC:PFJ/kmb