



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

May 31, 2007

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2007-35

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 2007 ends June 17, 2007 with payroll direct deposits and checks for the June 22, 2007 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2007 payroll transactions will be processed through ISIS HR for pay period ending June 17, 2007.

Off-cycle processing for fiscal year 2007 must be processed through the system no later than Wednesday, June 27, 2007. Any off-cycle corrections for a fiscal year 2007 payment that has been reversed must be entered by June 27, 2007 in order to be charged to fiscal year 2007. All reversals and off-cycle payments processed after the deadline of June 27, 2007 will be charged to fiscal year 2008 in AFS. **NOTE: The off-cycle workbench will be locked Thursday, June 28, 2007 and will remain locked until Thursday morning, July 5, 2007.**

All J5 rejects in AFS for the June 22, 2007 payday and for off-cycles processed through Wednesday, June 27, 2007 must be corrected (in PEND3 status) by 9:00 a.m., Friday, June 29, 2007 in order to be charged to fiscal year 2007 in AFS.

If you have any questions concerning the information above, please contact a member of the Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Orneatha Wright	342-5357	Jodi Bullock	342-5377
Brandy Boyd	342-5354	Angela Woods	342-5345
Angel Vernon	342-5344		

JWC:OSW