



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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October 26, 2007

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-13

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Holiday Processing for November and December 2007

Attached are calendars detailing November and December 2007 processing schedules for ISIS HR. It is imperative to note which holidays are on the ISIS holiday calendar and which are not. Remember, holidays that do not appear on the ISIS holiday calendar are not processed automatically.

November 23, 2007 payday is a state holiday, but is **not** a Federal Reserve banking holiday; therefore, payday will not change for this holiday. Most financial institutions will be open on this state holiday; however some financial institutions, particularly credit unions, may observe this non-Federal Reserve banking holiday. OSUP cannot guarantee that those financial institutions that observe non-Federal Reserve banking holidays will make funds available to employees with direct deposits on the payday/holiday. Some of those institutions may not make the funds available until the Monday after payday.

To reduce the phone calls from employees, please notify all employees of the information above.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle checks, direct deposits, and regular payroll checks during these holiday periods:

- November 9, 2007 off-cycle direct deposits will be transmitted on Tuesday, November 13, 2007. Funds should be available to employees **by** Thursday, November 15, 2007. Off-cycle checks will be mailed Tuesday, November 13, 2007.
- Off-cycle closes at 2:00 p.m. on Wednesday, November 21st, and OSUP will process employee direct deposits and mail all employee checks that day. Off-cycle will remain closed until the morning of Monday, November 26, 2007.

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- **November 23, 2007 payday direct deposits will be transmitted on November 20th** for November 23rd settlement date (check date). Payroll checks will be mailed **by** November 23rd.
- Off-cycle closes at **12:00 noon** on Friday, December 21st, and OSUP will process employee direct deposits and mail all employee checks that day. **Off-cycle will remain closed for agencies until the morning of Wednesday, January 2, 2008;** therefore, payroll should be audited and off-cycles processed as soon as possible.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please direct these calls to the ISIS HR Help Desk at (225) 342-2677.

JWC:ACV

Attachments: ISIS HR Holiday Processing Calendars

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3 Off-cycle unavailable
4 Off-cycle unavailable	5 Off-cycle unavailable	6 Off-cycle unavailable	7	8	9 PAYDAY	10 Off-cycle unavailable
11 Off-cycle unavailable	12 Veterans Day (on ISIS Holiday calendar) Off-cycle unavailable	13	14	15	16	17 Off-cycle unavailable
18 Off-cycle unavailable	19 Off-cycle unavailable	20 Off-cycle unavailable ACH file transmission	21 Off-cycle closes @ 2:00 p.m.	22 Thanksgiving Day (on ISIS Holiday calendar) Off-cycle unavailable Fed Reserve Holiday	23 PAYDAY Acadian Day Declared (NOT on ISIS holiday calendar) Off-cycle unavailable	24 Off-cycle unavailable
25 Off-cycle unavailable	26	27	28	29	30	

2007

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1 Off-cycle unavailable
2 Off-cycle unavailable	3 Off-cycle unavailable	4 Off-cycle unavailable	5	6	7 PAYDAY	8 Off-cycle unavailable
9 Off-cycle unavailable	10	11	12	13	14	15 Off-cycle unavailable
16 Off-cycle unavailable	17 Off-cycle unavailable	18 Off-cycle unavailable	19	20	21 PAYDAY Off-cycle closes @ 12:00 noon & will remain closed until Wed 1/2/08	22 Off-cycle unavailable
23 Off-cycle unavailable	24 Declared Holiday (NOT on ISIS holiday calendar) Off-cycle unavailable	25 Christmas Holiday (on ISIS Holiday calendar) Off-cycle unavailable Fed Reserve Holiday	26 Off-cycle unavailable	27 Off-cycle unavailable	28 Off-cycle unavailable	29 Off-cycle unavailable
30 Off-cycle unavailable	31 Declared Holiday (NOT on ISIS holiday calendar) Off-cycle unavailable	1 January 2008 New Year's Holiday (On ISIS Holiday calendar) Off-cycle unavailable Fed Reserve Holiday	2 January 2008 Off-cycle available to agencies	3 January 2008	4 January 2008 PAYDAY	5 January 2008 Off-cycle unavailable

2007