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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 3, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-40

TO: All ISIS HR Paid Agencies (ISIS Employee Administration & Financial Lists)

FROM: Jena W. Cary
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2008 ends June 15, 2008 with payroll direct deposits and checks for the June 20, 2008 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2008 payroll transactions will be processed through ISIS HR for pay period ending June 15, 2008.

Off-cycle processing for fiscal year 2008 must be processed through the system no later than Thursday, June 26, 2008. Fiscal year 2008 payments that have been reversed in ISIS HR by OSUP per the agency's request must have an off-cycle correction run and saved by June 26, 2008 in order to be charged to fiscal year 2008. All reversals and off-cycle payments processed after the deadline of June 26, 2008 will be charged to fiscal year 2009 in AFS. **NOTE: The off-cycle workbench will be locked Thursday evening, June 26, 2008 and will remain locked until Wednesday morning, July 2, 2008 or possibly Thursday morning, July 3, 2008 if more time is needed for the Fiscal Year End Close.**

All J5 rejects in AFS for the June 20, 2008 payday and for off-cycles processed through Thursday, June 26, 2008 must be corrected (in PEND3 status) by 9:00 a.m., Monday, June 30, 2008 in order to be charged to fiscal year 2008 in AFS.

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

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JWC:JAB/ral