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GOVERNOR



ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

June 04, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-41

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

FROM: Jena W. Cary  
Director

SUBJECT: July 4<sup>th</sup> Holiday Processing

In view of Friday, July 4, 2008 being a Federal Reserve Banking holiday, **payday will be moved to Thursday, July 3, 2008**. Payroll close will remain the same, Monday, June 30, 2008 at 6:00 p.m. Listed below is additional information that will clarify any concerns on processing and mailing of off-cycle checks, direct deposits and regular payroll checks for this change:

- Direct Deposit for Thursday, July 3, 2008 payday will be transmitted on Tuesday, July 1, 2008 for July 3, 2008 settlement date (check date). Payroll checks will be mailed on Thursday, July 3, 2008.
- **All off-cycles for the July 3, 2008 payday that are processed during this week must be dated Thursday 07/03/2008.** Off-cycle will be closed Monday, June 30, 2008 and Tuesday July 1, 2008 as usual and will possibly open on Wednesday, July 2, 2008 pending the fiscal year end close completion. Off-cycle will close Thursday, July 3, 2008 at 5:00 p.m. and will remain closed until the morning of Monday, July 7, 2008.

Due to the fiscal year end close, payroll will not post to AFS until the nightly run on Wednesday, July 2, 2008. Agencies can run ZF65, EE Payroll Expenditure Detail Report, on Tuesday afternoon or Wednesday if payroll amounts are needed prior to the AFS posting. Please be sure to refer to the report descriptor "Selection Criteria Hints" for additional date parameter information for running ZF65.

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. Any questions on the processing and mailing of employees' direct deposits and/or checks should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

Jodi Bullock	342-5345	Angel Vernon	342-5344
Brandy Boyd	342-5354	Michelle Richmond	342-5357
Desiree Jefferson	342-5377		

JWC:ACV/ral