



BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 1, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2010-49

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2010 ends June 13, 2010 with payroll direct deposits and checks for the June 18, 2010 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2010 payroll transactions will be processed through ISIS HR for pay period ending June 13, 2010.

Off-cycle processing for fiscal year 2010 must be processed through the system no later than Wednesday, June 23, 2010. Fiscal year 2010 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 23, 2010 in order to be charged to fiscal year 2010. All reversals and off-cycle payments processed after the deadline of June 23, 2010 will be charged to fiscal year 2011 in AFS. **NOTE: The off-cycle workbench will be locked Wednesday evening, June 23, 2010 and will remain locked until Wednesday morning, June 30, 2010 for the Fiscal Year End Close.**

All J5 rejects in AFS for the June 18, 2010 payday and for off-cycles processed through Wednesday, June 23, 2010 must be corrected (in PEND3 status) by 9:00 a.m., Wednesday, June 30, 2010 in order to be charged to fiscal year 2010 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):

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

APH:BPB/pbh