



State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 23, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-20

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for November and December 2010

Attached are calendars detailing November and December 2010 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.

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:

- Off-cycle closes at 5:00 p.m. on Wednesday, November 24th. Off-cycle will remain closed until the morning of Wednesday, December 1, 2010.
- Off-cycle closes at the normal time on Wednesday, December 22nd. **Off-cycle will re-open around 9:00 a.m. on Tuesday, December 28, 2010.**
- **Off-cycle is ONLY open on Tuesday, December 28, 2010 for the December 31, 2010 payday due to year-end processing and holidays;** therefore, payroll should be audited and off-cycles processed as soon as possible.
- Off-cycle closes at the normal time on Tuesday, December 28th and will remain closed until Monday, January 3, 2011. Direct deposits for December 28th off-cycle will be transmitted on December 29th. Off-cycle checks saved on December 28th will be mailed by December 31st.
- OSUP will accept requests for reversals on Tuesday, December 28, 2010 until 2:30 p.m. for the December 31, 2010 payday. All reversals approved by OSUP must have an off-cycle correction stored by 4:30 p.m. on Tuesday, December 28, 2010. Reversal requests received after 2:30 p.m. on Tuesday, December 28,

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2010 will not be processed in ISIS HR until after the 2010 W-2s have been completed.

- Requests for reversals for periods prior to pay period 26 2010 must be sent to OSUP by December 21, 2010. Requests received after this day will not be processed until after the 2010 W-2s have been completed.
- **December 31, 2010 payday direct deposits will be transmitted on December 29th** for December 31st settlement date (check date). Payroll checks will be mailed **by** December 31st.

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 contact the [ISIS HR Help Desk](#).

APH:JAB/pbh

Attachments: [2010 ISIS HR Holiday Processing Calendars](#)