



State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 5, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-18

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Holiday Processing for November and December 2008

Attached are calendars detailing November and December 2008 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.

January 2, 2009 payday is a declared 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 day; 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:

- Off-cycle closes at 5:00 p.m. on Wednesday, November 26th. Off-cycle will remain closed until the morning of Wednesday, December 3, 2008.
- Off-cycle closes at **5:00 p.m.** on Friday, December 19th. **Off-cycle will remain closed for agencies until the morning of Wednesday, December 31, 2008;** therefore, payroll should be audited and off-cycles processed as soon as possible.

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- Off-cycle closes at **4:00 p.m.** on Wednesday, December 31st and will remain closed until Monday, January 5, 2009. Direct deposits for December 31st off-cycle will be transmitted this evening before OSUP leaves for the day. Off-cycle checks saved on December 31st will be mailed by January 2nd.
- **January 2, 2009 payday direct deposits will be transmitted on December 30th** for January 2nd settlement date (check date). Payroll checks will be mailed **by** January 2nd.

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 using the ISIS Help Desk Ticket located at the following web address http://www.doa.louisiana.gov/ois/service/user_support/helpdesk/helpdesk.htm.

JWC:JAB/ral

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 Off-cycle unavailable
2 Off-cycle unavailable	3 Off-cycle unavailable	4 Election Day <i>(on ISIS Holiday calendar)</i> Off-cycle unavailable	5	6	7 PAYDAY	8 Off-cycle unavailable
9 Off-cycle unavailable	10	11 Veterans Day <i>(on ISIS Holiday calendar)</i> Off-cycle unavailable	12	13	14	15 Off-cycle unavailable
16 Off-cycle unavailable	17 Off-cycle unavailable	18 Off-cycle unavailable	19	20	21 PAYDAY	22 Off-cycle unavailable
23 Off-cycle unavailable	24	25	26 Off-cycle closes @ 5:00	27 Thanksgiving Day <i>(on ISIS Holiday calendar)</i> Off-cycle unavailable Fed Reserve Holiday	28 Acadian Day Declared <i>(NOT on ISIS holiday calendar)</i> Off-cycle unavailable	29 Off-cycle unavailable
30 Off-cycle unavailable						

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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	4	5 PAYDAY	6 Off-cycle unavailable
7 Off-cycle unavailable	8	9	10	11	12	13 Off-cycle unavailable
14 Off-cycle unavailable	15 Off-cycle unavailable	16 Off-cycle unavailable	17	18	19 PAYDAY Off-cycle closes @ 5:00 & <u>will remain closed until Wed 12/31/08</u>	20 Off-cycle unavailable
21 Off-cycle unavailable	22 Off-cycle unavailable	23 Off-cycle unavailable	24 Off-cycle unavailable	25 Christmas Holiday (on ISIS Holiday calendar) Off-cycle unavailable Fed Reserve Holiday	26 Declared Holiday (NOT on ISIS holiday calendar) Off-cycle unavailable	27 Off-cycle unavailable
28 Off-cycle unavailable	29 Off-cycle unavailable	30 Off-cycle unavailable ACH file transmission	31 Off-cycle available to agencies; <u>Off-cycle closes @ 4:00 p.m.</u>	1 January 2009 New Year's Holiday (On ISIS Holiday calendar) Off-cycle unavailable Fed Reserve Holiday	2 January 2009 PAYDAY Declared Holiday (NOT on ISIS holiday calendar) Off-cycle unavailable	3 January 2009 Off-cycle unavailable

2008