

State of Louisiana
Office of State Uniform Payroll

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June 11, 2026

Office of State Uniform Payroll Memorandum #2026-50

To: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

From: Andrea P. Hubbard
Director

Subject: June/July Holiday and Fiscal Year End Payroll Processing Schedule

Due to the fiscal year-end close and the July 4th state holiday, payroll for the June 26, 2026 payday must be as accurate as possible. Off-cycle and reversal processing for payroll corrections will be limited during this time.

Please review the deadlines below and the [attached calendar](#) to ensure all payroll transactions are processed correctly for the 2025-26 fiscal year.

Upcoming State Holidays

- June 19, 2026: Juneteenth (declared)
- July 3, 2026: July 4th holiday observed

Fiscal Year 2025-26 Final Pay Period Details

- Pay period ends: June 21, 2026
- Payday: June 26, 2026

Critical Deadlines and System Lockouts

- June 24, 2026 by 12:00 p.m.: Deadline to [request direct deposit bank reversals](#)
- June 25, 2026 by 4:00 p.m.: Deadline for OSUP to enter reversals in LaGov HCM
- June 30, 2026 by 12:00 p.m.: Deadline to run and save off-cycle payments to post to fiscal year 2025-26
- June 30, 2026 at 12:00 p.m. through July 7, 2026: The off-cycle workbench will be closed.

Note: All reversals and off-cycle payments processed after the June 30th deadline will be posted to the 2026-27 fiscal year.

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Direct questions to a member of the [OSUP Benefits and Financial Administration Unit](#).
Contact information is available on the [staff directory page](#).

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