

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

October 31, 2023

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2024-18

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Holiday Processing for November 2023

Attached is the calendar detailing the November 2023 processing schedule for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

There are no changes to the processing schedule for November due to the timing of the holidays in relation to paydays. Off-cycles processed on Wednesday, Nov. 22, 2023 will be released on the next business day after the holiday. OSUP will issue a future memorandum detailing the holiday processing schedule for December 2023.

Direct questions regarding the processing and/or mailing of employees' direct deposits and checks 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 [LaGov HCM Help Desk](#).

APH:PAR/kme

Attachment: [November 2023 LaGov HCM Holiday Processing Calendar](#)