

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

December 20, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-31

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

FROM: Andrea P. Hubbard
Director

SUBJECT: **Update to OSUP Memo #2025-27**
Holiday Processing for December 2024

OSUP Memo #2025-27 is being replaced in its entirety. Please disregard the previous memo. Off-cycle will no longer be open on Jan. 2, 2025.

Attached is an updated calendar detailing the December 2024 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.

Listed below is additional payroll processing information for December 2024.

- Requests for reversals for pay periods 25 2024 and prior must be sent to OSUP by Dec. 11, 2024 (received by noon).
- **Off-cycle will close at 4:30 p.m. on Dec. 18, 2024 and will reopen on Thursday, Dec. 26, 2024.**
- **Off-cycle will close at 4:00 p.m. on Dec 26, 2024 and will remain closed until Jan. 8, 2025 due to year-end processing and holidays.**
- Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll for Dec. 27, 2024 is processed as accurately as possible. The payroll reports calendar can be accessed at the following website:

https://wwwprd.doa.louisiana.gov/lagov/HCM/MISC/Payroll_Reports_Calendar.pdf

- **No reversal requests will be accepted for the Dec. 27, 2024 payday.** Any overpayments on this payday, or prior paydays, will have to be recouped from a future payment or through the claims process.
- Dec. 27, 2024 payday direct deposits will be transmitted on **Tuesday, Dec. 24, 2024**, with a Dec. 27, 2024 settlement date.
- Dec. 27, 2024 payday payroll checks will be mailed by Friday, Dec. 27, 2024.
- Direct Deposits for Dec. 26, 2024 off-cycles will be transmitted on Dec. 26, 2024. Off-cycle checks saved on Dec. 26, 2024 will be mailed on Dec. 27, 2024.
- **Off-cycle will reopen Wednesday, Jan. 8, 2025** and normal processing will resume.

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](#). Direct questions regarding the processing and/or mailing of employees' direct deposits and checks to the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

APH:PAR/par

Attachment: [December 2024 LaGov HCM Holiday Processing Calendar](#)