



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

June 3, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-47

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2004 ends June 20, 2004, with payroll direct deposits and checks for the June 25, 2004 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2004 payroll transactions will be processed through ISIS HR for pay period ending June 20, 2004.

Off-cycle processing for fiscal year 2004 must be processed through the system no later than Monday, June 28, 2004. All reversals or payments dated in FY04 processed after payroll lock out on June 21, 2004 and any off-cycle payments processed after the deadline of June 28, 2004 will be charged to fiscal year 2005 in AFS. **NOTE: The off-cycle workbench will be locked Tuesday, June 29, 2004 through Wednesday, June 30, 2004.**

**All J5 rejects in AFS for the June 25, 2004 payday and for off-cycles processed through Monday, June 28, 2004 must be corrected (in PEND3 status) by 9:00 a.m., Wednesday, June 30, 2004 in order to be charged to fiscal year 2004 in AFS.**

If you have any questions concerning the information above, please contact a member of the Benefits and Financial Administration Unit at (225):

Paula Rotolo	342-5377	Angel Vernon	342-5344
Penny Jones	342-5354	Orneatha Wright	342-5357
Angela Woods	342-5345		

JWC:PAR/kmb