



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

October 14, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-20

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: November 11th Holiday

In view of Friday, November 11, 2005 being a Federal Reserve Banking holiday, **payday will be moved to Thursday, November 10, 2005**. Payroll close will remain the same, Monday, November 7, 2005 at 6:00 p.m. Listed below is additional information that will clarify any concerns on processing and mailing of off-cycle checks, direct deposits and regular payroll checks for this change:

- X Direct Deposit for Thursday, November 10, 2005 payday will be transmitted on Tuesday, November 8, 2005 for November 10, 2005 settlement date (check date). Payroll checks will be mailed on Thursday, November 10, 2005.
- X **All off-cycles for the November 10, 2005 payday that are processed during this week must be dated Thursday 11/10/2005.** Off-cycle will be closed Monday, November 7, 2005 and Tuesday November 8, 2005 as usual and will open the morning of Wednesday, November 9, 2005. Off-cycle will close Thursday, November 10, 2005 at 5:00 p.m. and will remain closed until the morning of Monday, November 14, 2005.
- X November 9, 2005 off-cycle direct deposits will be transmitted on Thursday, November 10, 2005. Funds should be available to employees **by** Tuesday, November 15, 2005. Off-cycle checks will be mailed Thursday, November 10, 2005.
- X November 10, 2005 off-cycle direct deposits will be transmitted on Monday, November 14, 2005. Funds should be available to employees **by** Wednesday, November 16, 2005. Off-cycle checks will be mailed Monday, November 14, 2005.

Any questions on the processing and mailing of employees' direct deposits and/or 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 direct these calls to the ISIS HR Help Desk at (225) 342-2677.

JWC:ACV