



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

November 15, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-25

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Holiday Processing for November and December 2005

Attached are calendars depicting November and December 2005 processing schedules for ISIS HR. It is imperative to note which holidays are on the ISIS holiday calendar and which are not. Remember, holidays that do not appear on the ISIS holiday calendar are not processed automatically.

November 25, 2005 payday is a state holiday, but is **not** a Federal Reserve banking holiday; therefore, payday will not change for this holiday. Most financial institutions will be open on this state holiday; however some financial institutions, particularly credit unions, may observe this non-Federal Reserve banking holiday. OSUP cannot guarantee that those financial institutions that observe non-Federal Reserve banking holidays will make funds available to employees with direct deposits on the payday/holiday. In fact, some of those institutions may not make the funds available until the Monday after payday.

To reduce the phone calls from employees, please notify all employees of the information above.

Listed below is additional information that will clarify any concerns on processing and mailing of off-cycle checks, direct deposits, and regular payroll checks during these holiday periods:

- Off-cycle closes at 2:00 p.m. on Wednesday, November 23rd, and OSUP will process employee direct deposits and mail all employee checks that day.
- **November 25, 2005 payday direct deposits will be transmitted on November 22nd for November 25th settlement date (check date). Payroll checks will be mailed by November 25th.**
- Off-cycle closes December 23rd at 5:00 p.m. and will remain closed until the morning of Tuesday, December 27, 2005.
- Off-cycle closes December 27th at 5:00 p.m. and will remain closed for agencies until the morning of Wednesday, January 4, 2006.

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:kmb

Attachments: [ISIS HR Holiday Processing Calendars](#)

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7 Off-cycle unavailable	8 Off-cycle unavailable ACH file transmission	9	10 PAYDAY Off-cycle closes @ 5:00 p.m.	11 Veteran's Day (on ISIS Holiday calendar) Off-cycle unavailable	12 Off-cycle unavailable
13 Off-cycle unavailable	14	15	16	17	18	19
20	21 Off-cycle unavailable	22 Off-cycle unavailable ACH file transmission	23 Off-cycle closes @ 2:00 p.m.	24 Thanksgiving Day (on ISIS Holiday calendar) Off-cycle unavailable	25 PAYDAY Acadian Day Declared (NOT on ISIS holiday calendar) Off-cycle unavailable	26 Off-cycle unavailable
27 Off-cycle unavailable	28	29	30			

2005

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5 Off-cycle unavailable	6 Off-cycle unavailable	7	8	9 PAYDAY	10
11	12	13	14	15	16	17
18	19 Off-cycle unavailable	20 Off-cycle unavailable	21	22	23 PAYDAY Off-cycle closes @ 5:00 p.m. & <u>will</u> <u>remain closed</u> until Tue. 12/27/05	24 Off-cycle unavailable
25 Off-cycle unavailable	26 Christmas Holiday (on ISIS Holiday calendar) Off-cycle unavailable	27 Off-cycle closes @ 5:00 p.m. & <u>will</u> <u>remain closed for</u> <u>agencies until</u> <u>Wed. 1/4/06</u>	28 Off-cycle unavailable	29 Off-cycle unavailable	30 Off-cycle unavailable	31 Off-cycle unavailable
1 January 2006 Off-cycle unavailable	2 January 2006 New Year's Holiday (On ISIS Holiday calendar) Off-cycle unavailable	3 January 2006 Off-cycle unavailable	4 January 2006 Off-cycle available to agencies	5 January 2006	6 January 2006 PAYDAY	7 January 2006

2005