



KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 02-047

June 12, 2002

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Two-Day Holiday for July 4th and Payroll Deadline

The governor has proclaimed Thursday and Friday, July 4-5, 2002, as official holidays for state employees in observance of Independence Day.

Because of the holidays, all payroll information for pay period ending July 7, 2002 must be submitted to Human Resources (HR) no later than the **close of business on Monday, July 1, 2002**. This deadline is essential for HR staff to process and enter new hire information into the ISIS HR/Payroll system (the system) before the holidays. The deadline also applies to updates to payroll or benefits information (i.e., merits, direct deposits, insurance, address changes, etc.).

HR staff will enter payroll data into the system through Wednesday, July 3, 2002, (we will be closed Thursday through Sunday). Because the system requires that new hires be entered at least one day before timekeepers are allowed (by the system) to enter time, getting the new hire information to HR by the Monday deadline is critical for processing to be completed by Wednesday. Timekeepers will have until noon on Monday, July 8, 2002 to enter or correct time entries from the week before.

If you have any questions or need to talk to us about any unusual circumstances, please call the Human Resources Office at (225) 342-0880 as soon as possible.

Please Post and Circulate