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LIEUTENANT GOVERNOR

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

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## HUMAN RESOURCES MEMORANDUM NO. 03-062

June 26, 2003

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

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** Fourth of July Holiday and Payroll Deadline

Friday, July 4, 2003, is a holiday for state employees. Because the holiday falls on a payroll-ending week, **all payroll information for the pay period ending July 6, 2003, must be received in the Human Resources Office no later than Tuesday, July 1, 2003.** This deadline also applies to employees who need to update their payroll or benefits information (i.e., Federal tax withholding, direct deposit authorizations, insurance, address, etc.) during this pay period.

If you have any questions, please call the Human Resources Office at (225) 342-0880.

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