



# PAYROLL SERVICES

## 2022 WINTER BREAK GENERAL INFORMATION FOR BENEFIT ELIGIBLE EMPLOYEES

Holiday	Dates	How You Will Be Paid	What Action You Need to Take
Thanksgiving	Thursday, November 24, 2022, Friday, November 25, 2022	This is a GSU paid holiday.  You will be paid using holiday time.	No action is needed from you.
Winter Break	Monday December 19, 2022, through Friday, December 23, 2022, and Friday, December 30, 2022.	You are paid, by using your available accrued annual leave and any unused unscheduled Holiday Time.	No action is needed from you unless, you have been approved to work during the Winter Break.  If you have been approved to work during the Winter Break, please complete the Winter Break form that can be found by visiting <a href="#">GSU Payroll Forms</a> or you can contact the Time and Absence Team at <a href="mailto:timeandabsence@gsu.edu">timeandabsence@gsu.edu</a> to request the form.
Winter Break	Monday, December 26, 2022, through Thursday, December 29, 2022	This is a GSU paid holiday.	No action is needed from you.
New Year's Day	January 2, 2023 (In observance of New Years' Day)	This is a GSU paid holiday.  You will be paid using holiday time.	No action is needed from you.

Please visit the employee self-service portal to view your leave balances [OneUSG Employee Self-Service Portal](#). The navigation to view your balances is (1) click time and Absence; (2) Click Absence Balances. Should you need help accessing the portal please contact OneUSG Connect Support (1-877-251-2644) or [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu).

Georgia State University will be closed for the Winter Holidays on December 26 – 29, 2022, and January 2, 2023. Holiday hours will be populated for each benefits-eligible employee on these dates.

As a cost savings measure, the University will also be closed December 19 - 23, and 30, 2022. The Time & Absence Team will populate [Annual Leave/Vacation](#) hours for benefits-eligible employees for each day that is not a recognized Holiday.

Some areas such as Police and Animal Care are exempt. If an employee would prefer NOT to be compensated by using their vacation hours for the days in December when the University is closed, please indicate those days where you will not be compensated, using vacation hours below. Please be aware that your pay will be reduced by the number of hours that you request.



# PAYROLL SERVICES 2022 WINTER BREAK FORM

<b>Employee Name:</b>	<b>Employee ID:</b>	<b>Today's Date:</b>

**Scheduled Vacation Days** (8 hours of vacation time or calculated amount for benefits-eligible employee less than 1.0 FTE will be paid unless otherwise requested)

Dates	Vacation Hours Automatically Populated	Vacation Hours to Delete Because Employee is Working (Please list hours worked)	Vacation Hours to Delete Because Employee is Using Compensatory Time (Please list Hours to Be Used)	Vacation Hours to Delete Because Employee is Using Unscheduled Holiday Time (Please Hours to Be Used)	Use Sick Hours (Documentation Required)	Vacation Hours to Delete Because Employee Wishes to be Uncompensated
12/19/2022	8.0					
12/20/2022	8.0					
12/21/2022	8.0					
12/22/2022	8.0					
12/23/2022	8.0					
12/30/2022	8.0					
<b>TOTAL HOURS</b>	<b>48.00</b>					

**Employee Certification:**

I certify that I have read and understand by requesting a deletion of my vacation hours that I will not be paid for the hours the University is closed. Additionally, I understand that my pay will be reduced accordingly unless I have identified the hours in which I will be working during this time.

An employee on FMLA or who has documentation for upcoming medical procedures may request sick time be used in lieu of vacation hours.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisory Review:**

I have read and understand the terms and recommend the following action:

**Approved**     **Not Approved - Please note reason(s):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THE SIGNED FORM MUST BE EMAILED TO [TIMEANDABSENCE@GSU.EDU](mailto:TIMEANDABSENCE@GSU.EDU) BY 5:15 pm ON DECEMBER 2, 2022.