



PAYROLL SERVICES

2022 WINTER BREAK

FREQUENTLY ASKED QUESTIONS

1. If I am a benefits eligible employee, how am I paid for Thanksgiving, November 24th and the day after Thanksgiving, November 25th?

These are GSU paid holidays. You will be paid using holiday time, no action is needed from you.

2. What are the upcoming University paid holiday dates? And, if I am a benefits eligible employee, how am I paid?

The holidays are as follows:

- Thursday, November 24, 2022
- Friday, November 25, 2022
- Monday, December 26, 2022, through Thursday, December 29, 2022
- Monday, January 2, 2023

These are GSU paid holidays. You will be paid using holiday time, no action is needed from you.

The entire holiday schedule can be found by visiting - <https://hr.gsu.edu/service-centers/benefits/>

3. What are the Winter Break dates that are not paid as University holidays? And, if I am a benefits eligible employee, how am I paid?

- Monday December 19, 2022, through Friday, December 23, 2022
- Friday, December 30, 2022.

You are paid, by using your available accrued annual leave, comp-time and any unused unscheduled holiday time. No action is needed from you unless, you have been approved to work during the Winter Break and/or you would like to use unscheduled holiday time.

The annual leave/vacation hours will be automatically added to your timecard. Any other type of hours used, such as hours worked, unscheduled holiday or documented sick must be identified on the Winter Break form.

Please note, if you chose to use vacation time and have comp time hours, the system will use your comp-time hours before using your vacation hours.

The Winter Break form that can be found by visiting GSU Payroll Forms - <https://finance.gsu.edu/payroll-time-and-absence/> or you can contact the Time and Absence Team at timeandabsence@gsu.edu to request the form.



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4. When is the Winter Break Form due and who do I submit it to?

The signed form should be emailed to timeandabsence@gsu.edu by 5:15 pm on Friday, December 2, 2022.

5. How do I review my leave balances?

You can 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.

6. If I am a benefits eligible employee without enough vacation hours for the Winter Break dates that are not paid as University holidays, how do I get paid?

- If you are full-time and do not have enough comp time or vacation hours to cover the non-holiday Winter Break days, you will be uncompensated for the hours you are short.
- If you are classified as part-time regular (30-39 hours per week), you accrue prorated vacation hours, you can be compensated by using your available vacation hours. If you do not have enough vacation hours, you will be uncompensated for the hours you are short.

7. If I am not a benefits eligible employee, how do I get paid for the Winter Break dates that are not paid as University holidays?

- If you are classified as part-time regular (less than half-time), you do not accrue vacation and you will be uncompensated.
- If you are a student assistant, graduate assistant, temporary or part-time instructor, you do not accrue vacation and you will be uncompensated.

8. Can I borrow vacation time from future vacation/sick or comp time?

You cannot borrow vacation and/or sick time from a future accrual.

9. What are the holiday pay rules?

To receive pay for the holidays, you must be in active pay status the day before and the day after the holiday. A terminating employee will not be paid for any



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official holidays occurring after the last working day of employment.
https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Policy_on_Holidays.pdf

10. Can a new hire or other employee work during the Winter Break?

If the work is necessary and meaningful **and** approved by their supervisor an employee can work during the Winter Break.

- If the employee is a full-time benefits eligible employee the Winter Break form should be used to list the worked hours and days.
- If the employee is a part-time regular (less than half-time) hours worked should be recorded in OneUSG.

11. How should a part time employee approved to work during the Winter Break record their hours?

The hours should be recorded in OneUSG as they routinely would be.

12. If I have additional questions, who should I contact.

You can contact the Time and Absence Team at timeandabsence@gsu.edu †