



Time and Absence 2023 Winter Break Overview and FAQs

Overview

Holiday	Dates	How You Will Be Paid	What Action You Need to Take
Thanksgiving	Thursday, November 23, 2023, Friday, November 24, 2023	This is a GSU paid holiday. You will be paid using holiday time.	No action is needed from you.
Winter Break	Monday December 18, 2023, through Friday, December 22, 2023, and Friday, December 29, 2023.	You are paid by using your available accrued annual leave and any unused unscheduled holiday time or approved and documented sick time.	No action is needed from you unless – (1) You have been approved to work during the Winter Break. (2) You are using unscheduled holiday time. (3) You are using approved sick time (documentation required). (4) You would like to be uncompensated. If you would like to exercise any of the 4 exceptions listed above in lieu of using your accrued annual leave during the Winter Break, please complete the Winter Break form. The form can be found on the Payroll website
Winter Break	Monday, December 25, 2023, through Thursday, December 28, 2023	This is a GSU paid holiday.	No action is needed from you.
New Year's Day	January 1, 2024 (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.

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1. Do I need to complete the form if I am using vacation hours for the non-GSU Winter Break days of 12/18/23 through 12/22/23 and 12/29/23?

No, Time and Absence will automatically deduct 48 hours from your vacation balance, no action is needed from you.

2. How do I complete the Winter Break Form?

The Winter Break form that can be found on the GSU Payroll - <https://finance.gsu.edu/payroll-time-and-absence/> .

- a. Enter your name, 7-digit employee ID, email, Department ID and Name, and the date.
- b. By date, enter the number of hours during the break that you will be working, using unscheduled holiday, approved sick leave or would like to be uncompensated, in lieu of using your vacation hours.
- c. If you are using approved sick hours, upload your medical note. Please do not upload sensitive information.
- d. Read and acknowledge, by typing your name, that you understand how you will be compensated during the break.
- e. Enter your Supervisor's name
- f. Enter your Supervisor's email
- g. Click to submit your form to your Supervisor for approval

Please note your Supervisor MUST forward your form to Time and Absence after they approve it, otherwise Time and Absence will not receive your form.

Once your Supervisor receives your form, the form will instruct the Supervisor to do the following:

SUPERVISOR PLEASE EMAIL APPROVED FORM TO TIMEANDABSENCE@GSU.EDU BY 5:15 pm ON DECEMBER 4, 2023. Please include the following statement and your signature line:

"The below submission is approved, please process accordingly".

- h. Once your Supervisor forwards your approved form the Time and Absence, the requested alternate hours will be recorded and your vacation balance will be updated.

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

The completed form is due to timeandabsence@gsu.edu by 5:15 pm on Monday, December 4, 2023.

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4. If I am a benefits eligible employee, how am I paid for Thanksgiving, November 23rd and the day after Thanksgiving, November 24th?

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

5. 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 23, 2023
- Friday, November 24, 2023
- Monday, December 25, 2023, through Thursday, December 28, 2023
- Monday, January 1, 2024

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/>

6. 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 18, 2023, through Friday, December 22, 2023
- Friday, December 29, 2023.

You are paid by using your available accrued annual leave and/or comp-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 or approved documented sick 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 approved and documented sick time 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.

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7. How do I review my leave balances?

You can visit the OneUSG Employee Self-Service portal to view your leave balances.

You can click here, [OneUSG Connect](#), then sign in with your Campus ID and password.

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.

8. 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.

9. 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.

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

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

11. 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 official holidays occurring after the last working day of employment.

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Policy_on_Holidays.pdf

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12. 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.

13. 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.

14. How do I know if I have unscheduled holiday time available?

You should visit the OneUSG Employee Self-Service portal to view your leave balances.

You can click here, [OneUSG Connect](#), then sign in with your Campus ID and password.

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.

15. What happens if I have already used my unscheduled holiday time, then select it again for the use during Winter Break?

Since you have already used your time will be uncompensated.

16. What are the cascading rules and how do they apply to me?

The USG cascading rules allow leave requests to access multiple leave balances prior to the leave becoming uncompensated. Cascading leave rules determine the order in which the available leave balances are utilized when you request an absence from a leave category with no available balance.

However, if you request annual leave and have a balance of both annual leave and comp time, the system will use the comp time leave first, then for any remaining time to be paid, take hours from your annual leave balance.

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

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