Pay Week Change FAQs

About the Change

My usual paycheck includes 10 days — why is this paycheck only 7? Where did those three days go?
OneUSG requires our pay weeks to run Sunday thru Saturday, not Thursday thru Wednesday. In order to align our pay weeks with OneUSG’s payweeks, we have to issue a check to non-exempt employees on Friday, May 24 instead of Friday, May 31. Because we are issuing an earlier check, we have to cut off the pay period early as well. Instead of receiving pay for Thursday, May 9 thru Wednesday, May 22 you will receive pay for the hours worked Thursday, May 9 through Saturday, May 18. The hours you worked on May 20, May 21, and May 22 will be part of the new two week pay period of Sunday, May 19 thru Saturday, June 1. You will receive pay for all hours worked.

See hr.gatech.edu/pay-week-change for visuals that will help explain this pay period shift.

Will this change impact every time-keeping system?
Yes, all non-exempt employees will be impacted regardless of the time system they use. All timesheets in all systems, including paper will new due dates and times. The time to submit and approve time will be condensed to align with OneUSG processing deadlines. For the shortened pay week ending May 18, all time must be approved by Monday, May 20 at noon. Payroll will run at 2 p.m. that day for payment on May 24th. Going forward, time will due at noon every other Monday to ensure timely payroll processing. Campus leaders are encouraged to flex time or add additional resources if needed to meet these important deadlines.

Will this impact employee my status?
No. Anyone that is considered nonexempt under FLSA classifications will be paid biweekly. Anyone considered exempt, will continued to be paid monthly. The only thing changing at this time is that Georgia Tech must match USG’s work week and pay date.

How will this impact part-time employees, including students?
If budgets and workloads permit, campus managers should work with their part-time employees (i.e., students) to flex their days to meet their weekly hours during this shortened pay period.

About Vacation Cash Out

Can I turn in three days of vacation time?
Yes, you can request a payout of less than the max of 24 hours allowed. Vacation payout will be paid on your May 24th paycheck. Your vacation balance will also be reduced by the hours requested on your payout.
Can I cash out sick time instead of vacation time?
No. Sick leave usage still must meet policy and no payout of sick leave is permitted.

Can I participate in multiple options, both the Vacation Cash Out and a Savings Plan?
Yes, you can do both, one, or neither of them.

Is there a tax penalty to the Vacation Cash Out?
The IRS and the Georgia Department of Revenue require that supplemental payments received by employees outside of regular wages must have income taxes withheld at a specific, flat rate. The federal flat rate is 22% and Georgia is 6%. However, special tax rates only apply to the vacation payout portion of your check. The rest of your check is taxed at your regular tax rate based on your tax withholding selections you have on file. All of these taxes are credited to your account with the IRS and Georgia Department of Revenue and will be reflected on your annual W-2.

Normally, active employees are not allowed to cash out vacation time. However, the University System of Georgia and Georgia Tech leadership have given us a one-time exception to USG and GT policies to offset the impact of this pay week change.

About the Savings Plan
Are there tax implications on the savings plan?
No, the money has already been taxed. It will show as an after-tax deduction when it comes out and a refund of a deduction when it is added back.

About Overtime
Certain departments are not allowed to work over time. If the pay period is condensed will hours worked become overtime?
No. You will only be paid your regular rate unless you work more than 40 hours in the shortened pay period (May 9 through May 18). However, GTHR Payroll will run a calculation in June to determine if any employees would have earned overtime if the pay week would have never transitioned. This overtime (if any) will be paid on the June 21 paycheck.

If departments allow for overtime, can I work overtime?
Yes, departments that permit overtime can allow their employees to rearrange their time into the respective pay periods.

About Benefits, Garnishments and FTE
Will the third check include my benefits?
No, your May 24 check (3rd check in May) will not include health and welfare benefit deductions. You still will deductions for TRS if you are a benefit eligible employee.

The transition period will be a 56-hour workweek — for employees who traditionally work 80 hours and are considered full-time will this drop their FTE?
FTE will not be impacted by the shortened pay period. Benefit eligibility will also not be impacted.

**Will garnishments come out of the paycheck we receive on May 24?**
Yes, but they will be withheld at the weekly rate, not the biweekly rate. Some garnishments are only paid the first two checks of the month and will not be required for the third check of the 24.

**About Time Editors**

**Will the time editor be opened early or extended?**
Time editor will be opened on the Friday before the new pay week ends on Saturday. Time should not be estimated. Time will be due on the following Monday. For example, for the shortened pay week ending Saturday, May 18, Time editor will be open on Friday, May 17 and closed at noon on Monday, May 20. This schedule will continue every two weeks and is not only for the shortened pay week. Campus leaders should flex time or bring in additional resources if needed to ensure time is entered by the deadline each pay period.

**About Institute Impact**

**How will this integrate with WorkDay?**
WorkDay is the system be used to manage and maintain all financial records/transactions of Georgia Tech. Human Resource records including payroll will be managed and maintained separately in the OneUSG system. However, payroll and applicable HR financial data will be fed to WorkDay on a regular basis to ensure financial records are up to date.

**This seems like a lot of work… What is Tech getting out of it?**
Georgia Tech isn’t making this decision, our governing agency the University System of Georgia (USG) is mandating this change. The USG wants to centralize and standardize certain functions for all public universities in Georgia to improve efficiency, reduce costs, enhance accountability, and have quick access to information across the state to help make better higher education decisions.

**Now that all the aggregated data is put together, what protections are put in place to protect it?**
The University System of Georgia will be responsible for maintaining the security of all of the data processed and maintained on the OneUSG system. Georgia Tech will provide more details on this security to campus as we get closer to going live in December 2019.