As we approach Winter Break, questions about holidays arise. Because Northeast Georgia is one of the most religiously diverse areas in the Southeast, this will provide information about available non-Western Christian and non-Christian resources locally.

For clarification, many faiths do not use the Gregorian calendar for their religious observances (The United States and most of Europe use the Gregorian calendar). Because the Gregorian calendar is now the universal business calendar, all business is conducted using the calendar (Example of European non-Gregorian use: The Eastern Orthodox uses the Julian calendar. Hence, instead of Christmas being 25 December, it is celebrated on 7 January) (Non-European calendar use: Emperor Narohito ascended to the Chrysanthemum Throne on 1 May 2019, Japan is now in Year 1 of the Reiwa Era).

Atlanta and Northeast Georgia have the following religious centers:

- **Baha’i House of Worship**
  - Atlanta, Georgia
  - Phone: (404) 688-0208
- **Taoism/Daoism**
  - Hui Tz Tao Temple
  - Taoist temple in Gwinnett County
- **Sts. Raphael, Nicholas, and Irene Greek Orthodox Church**
  - Phone: (770) 781-5250
- **Sikh**
  - Guru Nanak Mission Society of ATL
  - Gurudwara in Gwinnett County
  - Phone: (770) 931-3490
- **Jewish/Judaism**
  - Chabad of Forsyth
  - Phone: (470) 253-7111
  - Gainesville Islamic Cultural Center
  - Phone: (770) 900-9010

Remember to complete the Ethics and FERPA training.

You can still RSVP to the Holiday Luncheon on your respective campus! Please email Linda Smith, on the Dahlonega Campus, Shannon Shockley, on the Gainesville Campus and Sarah Gilbert on the Oconee Campus

Upcoming Training and Development

**Dahlonega Campus Training:**
- Supervisor Training Program Graduation
  - 12/3/2019, Hoag C 10 am-11 am

**Oconee Campus Training:**
- Staff Leadership Development Program
  - 12/6/2019, SRC 581 9 am-3 pm

**Stay in the Know**

STAY IN THE KNOW

**DECEMBER HOLIDAY CLOSURE**

Winter Break December 20 -31*

*Requires the use of 3 vacation days or 3 comp days.

**GUESS WHO**

Click [HERE](#) to find the answer to last month’s Flashback photo AND guess the employees in this month’s flashback! To be featured please email us your flashback and current photo

HRNewsletter@UNG.edu

Spot Nigel? Click here to let us know where he's hiding in the newsletter!

**NIGHTHAWK WELLNESS**

Stay healthy at the office and enjoy the season!

The shorter days and colder temperatures can affect your overall well-being. This is especially true in the workplace. Being stuck indoors with your coworkers all day can increase your chances of catching someone's cold or flu. You're also less likely to take that mid-afternoon walk you usually take during the warmer months. To make matters worse Seasonal Affective Disorder may appear along the way.

When planning holiday potlucks make sure there are healthy options on the menu!

Frequently clean most-used items around the office.

Prevent holiday blues with casual conversations.
Section 7.5.1.1 of the Board of Regents (BOR) policy states that all employees are required to be paid by direct deposit. Direct deposit information must be entered in OneUSG Connect within thirty (30) days of hire or rehire and an employee should remain enrolled in direct deposit for the remainder of their employment. If your employee fails to update their direct deposit information, their time card could be disabled and/or they must stop working until they are in compliance with the policy above.

We appreciate your help in making sure all employees stay in compliance. You can direct your employees to the OneUSG Employee Self Service Training guides and videos found here.

Make changes to your W-4 and G-4 tax withholdings directly within OneUSG Connect via the Employee Self Service Portal. If you would like for this change to be effective for your first paycheck in January make sure to make the changes no later than December 26th. Changes made after will not take effect until the following pay period.

Remember that you can always update your withholdings throughout the year.

UNG employees may elect to receive their W-2 statements online through OneUSG Connect.

Federal regulations require that employees give their consent to receive the W-2 in an electronic format. Employees must consent to electronic delivery by Dec. 31, 2019. It's easy! You can view the video that tells you exactly how to here.

- Log into OneUSG Connect.
- Click the Taxes tile from Employee Self Service Portal
- Click W-2/W-2c Consent.

If you have already consented in OneUSG Connect to receive W-2 or W-2c forms, your status will indicate “Consent received,” no further action is required.

If your current status is “No consent received,” proceed to the next step
- Click the box for “Check here to indicate your consent to receive electronic W-2 and W-2c forms.”
- Click Submit.

Need to make tax changes for 2020?

To rehire your current student worker for the spring semester, you will need to submit a Student Work Agreement, or SWA. Please fill out the SWA at least two (2) weeks before the end date of their current job.

The task of staying in compliance cannot be achieved without the help and dedication of every hiring manager at UNG. We thank you for all that you do.
NEW EMPLOYEE
WELCOME: NOVEMBER

Joseph Corbin  Groundskeeper
Bryan Garris  AV Event Services Support Technician
John Rhodes  Systems Engineer
Diana Bello-Alvarado  Office Assistant
Candince Biggs  Custodian
Timothy Cantrell  Custodian
Tanner Good  Police Officer
Laureen King  Academic Advisor
Lori Weitzel  Upward Bound Counselor

HR SPOTLIGHT: CLASSIFICATION & COMPENSATION

AMY COLLINS  Associate Director
Staff compensation and classification, FLSA determinations, position description management, desk audits

CHERI WRAY  Senior Compensation Analyst
Job descriptions, compensation surveys, job audits, new classifications and reclassifications

We gained 2 new members on our team - Deborah Godwin and Andrew Sah
Talent Acquisition processed 12,229 applications. Our TAP Coordinator processed 531 TAP forms. Our HR assistants processed 612 I-9's and 430 verifications of employment. Training and Development delivered 1,122 training sessions with 98 participants.
We presented 84 North Star Awards and 173 Service Awards.
HRIS processed 847 SWA and 1,602 PAFs.

Our goal is to provide excellent service. If you have any suggestions on how we can make HR processes better, let us know! HR@ung.edu

HR HAS BEEN BUSY!
From all of us in Human Resources

Happy Holidays

If you need this in a different format, please reach out to Michael McLeod - Michael.McLeod@ung.edu