



MEMORANDUM

To: North Carolina A&T Employees
From: Dr. Veronica Sills, Associate Vice Chancellor & Chief Human Resources Officer
Date: December 13, 2022
Re: **2023 Calendars (Holiday Schedule, NEO, & Payroll)**

The Division of Human Resources is pleased to present the following updated calendars for 2023:

- University Holiday Schedule
- New Employee Orientation Calendar
- Payroll Calendars (Bi-Weekly, SHRA Non-Exempt & Monthly Leave Reporting)

This year's winter break begins on Friday, December 23, 2022, and the university re-opens on Tuesday, January 3, 2023. Our university holiday schedule provides 12 paid holidays for eligible employees and at least two additional days in which the university is closed. During the university closure, employees would normally be required to use 8 hours of personal leave for each day. One significant change to the 2023 Holiday Schedule is the implementation of Optional Work Days as an alternative to using the required personal leave during the university closure. Next year, December 28, 2023 and December 29, 2023, can be used as Optional Work Days. N.C. A&T employees who request to work on these days (instead of using leave) must coordinate with and receive prior approval from their supervisor to do so. For those who receive approval to work, please note that campus services will, in general, be operating at normal holiday closure levels. Employees who elect and are approved to work on Optional Work Days are not eligible for holiday premium pay.

N.C. A&T also recognizes that it is important for employees to have time away from work and the opportunity for flexibility. Eligible employees will continue to receive eight (8) hours of [Personal Observance Leave](#) each calendar year. While the opportunity to earn [COVID-19 Booster Leave](#) has ended, any unused COVID-19 leave will expire on March 31, 2023, and will not be carried into the 2024 calendar year. Additional information regarding other types of leave and benefits programs can be found on our [HR Benefits website](#).

In partnership with the University Payroll Office, we need your support to ensure that the university is compliant in managing time and attendance for employees paid through the university payroll. The 2023 payroll calendars have been created to provide clear guidelines and timeframes for the submission and approval of employees' timesheets and leave reports. It is critical that employees report all hours worked in the proper timekeeping or self-service system and supervisors approve reports on time for each pay cycle. These actions ensure our compliance with institutional KPIs reporting, federal and state regulations under the Fair Labor Standards Act, as well as governing policies and procedures. We ask that all employees and supervisors ensure timely completion of their timesheets and leave reports through the year to help eliminate any potential disruptions to payroll.

Finally, New Employee Orientation (NEO) will continue to occur virtually for all new hires. The first NEO is scheduled for Tuesday, January 3, 2023. NEO is an opportunity for new hires to become familiar with the university, complete all onboarding forms, and ensure initial benefits enrollment occurs within the first 30 days of employment.

All calendars will be updated to the [DHR website](#). For questions regarding the 2023 payroll calendars, please contact the University Payroll Office at payroll@ncat.edu. For questions regarding holidays, leave and benefits, please contact the DHR Benefits Team at hr.benefits@ncat.edu. For questions regarding the orientation schedule or general HR questions, please contact the Division of Human Resources at 336-334-7862 or hr@ncat.edu.

Thank you @ Aggie Pride!