

Frequently Asked Questions

- [Employees](#)
 - [General Questions](#)
 - [FMLA](#)
 - [Workers' Compensation](#)
 - [Benefits](#)
 - [Healthcare](#)
 - [Leave](#)
 - [Retirement](#)
 - [Tuition Assistance Program \(TAP\)](#)
- [Applicants](#)

Employees

General Questions

How do I obtain a CSU ID card?

ID cards are made in the Human Resources office which is located Richard Hall Room 228. Once an employee receives their ID badge, Parking Services will issue them a parking pass.

What do I need to do to change my name and/or address?

Employees can updated their name or address through [OneUSG Connect](#) Employee Self-Service.

Where can I access Human Resources forms?

All manager, personnel, and miscellaneous forms can now be found in [MyCSU](#).

How can I get a copy of the current job description for my position?

Your immediate supervisor should have a copy of the latest job description for the position you currently hold.

What are Pay Grades?

Pay grades are a way for the University to group comparable positions together into common ranges of pay, based on job scope, complexity and other factors. The salaries for similar positions should fall within a designated range, or Pay Grade. The ranges overlap, but each range specifies three guide points:

A Minimum (all individuals would expect to make at least this pay level)

A Mid-point (a benchmark to the external market for similar positions)

A Maximum (the most that someone would expect to make for a position in this range)

Who Can I Contact for Classification/Compensation Questions?

If you have any questions or need assistance you may contact the Department of Human Resources by phone at [706-507-8920](tel:706-507-8920) and/or email: hr@columbusstate.edu.

When are Performance Evaluations completed?

Annual performance evaluations for the January 1st to December 31st performance period are typically due to Human Resources on March 31st of every year.

Where can I find out about upcoming training programs?

Information regarding internal and external training opportunities are routinely posted on the HR website. In addition training programs offered by HR are communicated via e-mail to the University community.

Do I have to set up direct deposit?

In accordance with the required electronic transfer of funds policy effective July 1, 2011 all employees are required to accept all payroll related payments via direct deposit.

Who do I contact regarding questions about my paycheck or timesheet?

Contact the Shared Services Center at 877-251-2644 or send an email to support@usg.edu detailing your question.

FMLA

Which employees are eligible to take FMLA leave?

Employees are eligible to take FMLA leave if they have worked for their employer for at least 12 months, and have worked for at least 1,250 hours over the previous 12 months, and work at a location where at least 50 employees are employed by the employer within 75 miles.

Does the law guarantee paid time off?

No. The FMLA only requires unpaid leave. However, the law permits an employee to elect -- or the employer to require the employee -- to use accrued paid leave, such as vacation or sick leave, for some or all of the FMLA leave period. The university has made the decision that it will require the use of paid leave to run concurrently with FMLA leave.

When paid leave is substituted for unpaid FMLA leave, it may be counted against the 12-week FMLA leave entitlement if the employee is properly notified of the designation when the leave begins.

What is Parental Leave and who is eligible?

In accordance with the Georgia's Parental Leave law for state employees, the University System of Georgia (USG) provides up to a maximum of 120 hours of paid parental leave, during any rolling 12-month period, to eligible employees for qualifying life events as defined in this policy. The purpose of paid parental leave is to enable the eligible employee to care for and bond with.

Does Workers' Compensation leave count against an employee's FMLA leave entitlement?

Yes. FMLA leave and Workers' Compensation leave may run at the same time, provided the reason for the absence is due to a qualifying serious illness or injury and the employer appropriately notifies the employee that the leave will be counted as FMLA leave.

Workers' Compensation

What do I do if I get hurt while at work?

Employees and/or supervisors should complete the following steps:

1. Report incident to Supervisor immediately
2. Complete an incident report
3. Contact Human Resources at [706-507-8920](tel:706-507-8920)
4. Human Resources Representative and injured employee contact AmeriSys to begin case management and schedule an appointment for treatment
5. Employee reports back to Human Resources after treatment

Benefits

If I have questions about my benefits or about the enrollment process what number should I call?

Please contact the OneUSG Connect Benefits Call Center at [844-587-4236](tel:844-587-4236) Monday – Friday, 8:00 am – 5:00 pm

If I have a qualifying life event, how long do I have to make changes to my benefits?

Employees have 30 days from the date of the qualifying life event to contact OneUSG Connect Benefits at [844-587-4236](tel:844-587-4236). A failure to submit the enrollment change will prohibit you from making changes until the next open enrollment period. The

effective date for changes in coverage will be either the date of the qualifying event or the first day of the month following the qualifying event.

What do I need to do to change my beneficiaries on my life insurance and teacher's retirement?

Life insurance beneficiary changes are recorded through OneUSG Connect Benefits 844-587-4236. Teacher's Retirement System of Georgia beneficiary changes are submitted through their website (www.TRSGA.com , 1-800-352-0650)

Do I lose pension time when I am out on disability?

While out on disability, you neither lose nor earn pension time. If the reason for the leave is medical, the entire time can be purchased. If it is a personal leave, a maximum of three months can be purchased.

When can I change my health plan or get more life insurance?

Open Enrollment is designated as the time that employees can make health and life insurance changes.

Healthcare

Where are the resources for Tobacco use with our healthcare plan?

<https://benefits.usg.edu/health-and-well-being/surcharges>

I do not need medical coverage through USG. Do I need to show proof of other coverage?

No, the only thing you have to do is select No Coverage on your OneUSG Benefit portal.

Who do I contact in regards to questions about my healthcare and benefits?

For employees enrolled in a USG Anthem Healthcare plan, you continue to have the flexibility to see the doctors you want, with the added support of an Accolade personal healthcare assistant who will help answer your questions, coordinate care, and supports you along your healthcare journey. Your Accolade health assistant is your single point of contact for all your healthcare and pharmacy questions!

Contact Accolade at 1-866-204-9818.

Leave

How much sick and vacation time do I accrue?

Full-time employees earn annual leave time at the rate of 10 hours per month for the first five years of employment, 12 hours per month for the next five years, and then a maximum of 14 hours per month after completion of ten years continuous service. Sick leave shall be accrued at the rate of one working day (8 hours) per calendar month of service.

When must I provide a doctor's excuse for sick leave?

If sick leave is claimed for a continuous period in excess of five working days, a physician's statement is required to permit further claim of sick leave pay.

How many vacation days or hours can I carry over into the next year?

BOR policy allows employees to carry over 360 hours (45 days) of annual leave.

Will I be paid my sick leave balance on termination?

No, employees do not receive payment of accrued sick leave. Columbus State University does pay employees for accrued annual leave.

When are leave accruals updated to our leave balance?

Sick and Vacation leave accruals are updated at the end of each month to the employee's balances in OneUSG Connect

If I take more annual leave than I have accumulated, can I use sick leave?

No, employees can only use their sick leave when they are sick. If an employee will be out for a period greater than their annual leave balance then they will be uncompensated for hours they do not have accrued leave.

Retirement

Can we borrow from our retirement plan with Teacher's Retirement?

Employees cannot borrow from their Teacher's Retirement plan. Please contact the Teachers Retirement System of Georgia at [1-800-352-0650](tel:1-800-352-0650) (within Georgia) for additional information. You may also view [their website](#).

When can I open a 403(b) or 457(b)?

Employees can start or stop these savings plans at any point during the calendar year.

What options of retirement plans are there?

Please see the USG's [Retirement Plans Overview](#) for mandatory and optional retirement plans.

For non-exempt employees, the only option for mandatory retirement plan is the [TRS Plan](#).

For exempt employees, there are two options: the [ORP plan](#) and the [TRS plan](#).

Please see the [Mandatory Retirement Plan Election Guide](#) for instructions on how to enroll in the appropriate plan(s).

Tuition Assistance Program (TAP)

Where are the Tuition Assistance Program forms located?

These forms are located in the Human Resource Department and the forms [are available on the Human Resources Department website](#).

What is the deadline for the Tuition Assistance Program?

Tap applications are due to Human Resources by the following dates: (If any of these dates fall on a holiday or on a weekend, the application deadline will be the last business day prior to the dates identified.)

Fall Semester - July 15th

Spring Semester - November 15th

Summer Semester - April 15th

Is TAP considered earnings?

The federal government currently allows up to \$5,250 annually, in employer-provided educational assistance benefits, to be "tax free" to TAP applicants. This applies to both undergraduate and graduate-level courses. This amount will be included in your wages (Box 1 of your Form W-2). A tax professional should be consulted for further information concerning taxable tuition.

Are my spouse and/or dependents eligible to participate in TAP?

No, only full-time benefits-eligible employees may participate in the Tuition Assistance Program (TAP).

Do I need to fill out a TAP application for every semester?

Yes.

What happens if I drop a course after the late registration period ends?

One would be ineligible for TAP for one semester.

Can I attend an out-of-state institution under TAP?

No.

Applicants

I am interested in applying—where do I begin?

To begin the application process, candidates must apply for any open positions using our online, Columbus State University [web-based employment application system](#). Please do not mail or hand deliver any materials but **upload** them into your account. Please select a user name and password that you will easily remember.

What is the status of my application?

The status of your application will update as the hiring office reviews applications. Once an office "closes" a position, it means they are no longer accepting more applications, and the listing is removed from the job posting. It may be some time between the time an office closes the position and when they fill the position. If it's still on the posting, it's still an active vacancy. If a hiring office wishes to interview you for a position, they will contact you directly.

Should you have any questions or require assistance, please do not hesitate to contact Human Resources [706-507-8920](tel:706-507-8920). You can also email us at hr@columbusstate.edu

Are background and/or credit checks required for applicants?

All positions at Columbus State University require a Criminal Background Check. Only those position which handle cash, checks, P-card users and/or campus valuables require Credit Checks. Checks may require up to five to seven business days to complete.

Will a criminal conviction eliminate me from employment?

No, however it is important that you disclosed any conviction you may have on the employment application.

Title VII Information

Columbus State University does not discriminate on the basis of race, color, national origin, sex, religion, disability, veteran status, sexual orientation, or gender identity. Inquiries regarding CSU's equal employment opportunity policy or Title VII should be directed to the [General Counsel](#).