THE WHISTLE

WORK AND LIFE AT GEORGIA TECH • **June 6, 2022**

State Holidays Expanded to Include Juneteenth

Earlier this year, legislation signed by Governor Brian Kemp changed state law, expanding the number of annual paid holidays for state employees from 12 to 13. Following that change, the University System of Georgia's Board of Regents voted to update its own policy to align with the state code. The state actions follow last year's establishment by the federal government of a national holiday commemorating the end of slavery in the United States.

Beginning this year, Georgia Tech will add Juneteenth to its list of Institute-wide holidays. Juneteenth National Independence Day, which falls on a Sunday this year, will be observed on **Monday, June 20**.

During official holidays, classes do not meet and administrative offices are closed. Any events, exams, or meetings scheduled to occur on June 20 will be shifted in keeping with the observance.

For questions, employees are encouraged to visit Georgia Tech's Holiday Schedule for Employees policy (**policylibrary.gatech.edu**) or connect with their HR Business Partner or Representative.

Leading Women@Tech Seeks Nominations

TAMMY PARRETT
INSTITUTE DIVERSITY, EQUITY,
AND INCLUSION

Institute Diversity, Equity, and Inclusion is now seeking nominations for the sixth cohort of the Leading Women@Tech program.

IDEI launched the Leading Women@Tech program in response to the 2012 Campus Climate Survey, which revealed a widespread interest in increasing professional development opportunities for women.

Pearl Alexander, executive director of diversity, inclusion, and engagement and program director said, "Leading Women@Tech is designed

Photo by Rob Felt

A student walks through the EcoCommons on campus in May.

10 Tips to Unplug on Vacation

VICTOR ROGERS
INSTITUTE COMMUNICATIONS

Memorial Day is the unofficial start of summer and the beginning of vacation season. For some, a vacation is a time to relax and completely disconnect from the daily pressures of work. For those who find unplugging more difficult or even impossible, Joi Alexander, director of Health Initiatives, and Tiffiny Hughes-Troutman, director of the Center for Assessment, Referral, and Education (CARE), suggest 10 tips to unplug.

• Recognize that you need and

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deserve a vacation. Taking a vacation is a way to prioritize self-care.

- Set expectations with supervisors, colleagues, clients, and others. Make sure you communicate that when you are on vacation you will not respond immediately. Utilize your out-of-office email reply to inform individuals you are not in the office and the date of your return. Include the name of someone to contact in case of emergency.
- Start a mindfulness practice in the morning and before bed that will help you relax during the day.
- Avoid multitasking. Minimize or close your email program, chat logs, and news or entertainment websites so you can focus and be present.
- Set up a time during the day to detox and get away from the digital world. Read a book, write in a journal, explore nature, or practice mindfulness and meditation.
- It can be tempting to check your work email while on vacation. The simplest way to avoid this is by turning off all work-related notifications. If you are one of those people who feel you should always be checking work emails, set up specific, limited times to check in each day.
- Try to avoid "checking in" with your colleagues, as this opens the opportunity for you to be available for work and creates unrealistic expectations for you and your team while you are on vacation.
- Consider a staycation. If you truly can't get away for an extended period, proactively schedule more long weekends that will still feel like a break and well-deserved time away. And make sure you actually unplug from work.
- Make yourself accountable to others. Ask your family, friends, and co-workers to call you out if they catch you working. Unplugging could be new and a little uncomfortable for you, and sharing this with others allows you to solidify your commitment.

For the final tip, Alexander suggests practicing self-compassion. "Due to our heavy reliance on technology, you may find it challenging to unplug, so take it one step at a time," she said. "Give yourself grace and don't feel guilty for unplugging."

Hughes-Troutman added that the best way to unplug is to plan a vacation that demands your full attention. "Make plans that include what you truly enjoy. It is much easier to avoid your electronics if you are genuinely engaged in your vacation."

If you are traveling, it is best practice to test for Covid-19 when you return to ensure it is safe to return to work. Georgia Tech continues to offer asymptomatic Covid-19 testing on campus this summer. View hours at **c.gatech.edu/testing.**

Leading Women@Tech provides women in leadership positions with opportunities to expand their leadership skills and build community.

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to facilitate women's professional development and academic and administrative leadership, and to build a community of leaders across the Institute who will advance a culture of inclusive excellence."

This year's program will run from September through December and close with a community conversation next January. An emphasis will be placed on networking and engagement of the entire Leading Women@Tech community during the spring semester.

"The curriculum is streamlined to integrate storytelling, self-efficacy principles, emotional intelligence, contemplative practices, and race dialogue," added Alexander. "These are foundational skills to lead through unprecedented uncertainty and will serve leaders by increasing self-awareness, resilience, and effectiveness in a multicultural environment."

Nominations are accepted until June 13. To learn more about the program, visit **sdie.gatech.edu/ programs-and-initiatives/leadership-development/ leading-women-tech**.
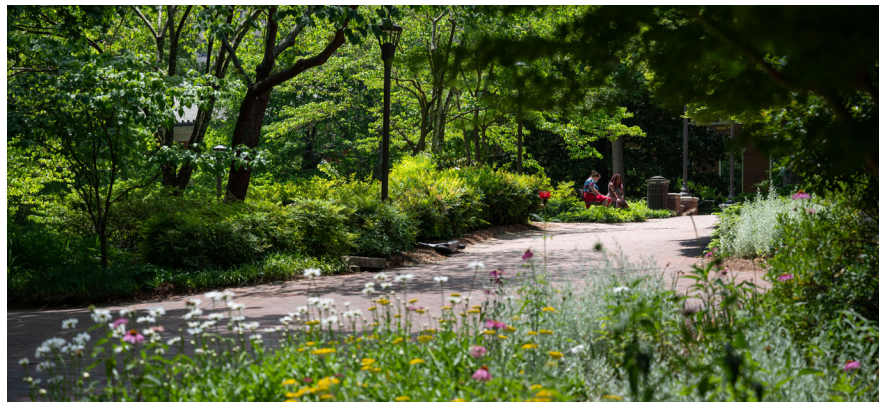
Two employees enjoy the spring weather outside Tech Tower in May.

Photo by Allison Carter

Using Workplace Flexibility to Support Employee Wellness

CHAUNDRA GRANT
HUMAN RESOURCES

As we embark upon the summer semester, with fewer students on campus, Georgia Tech's senior leadership strongly encourages employees to utilize the available workplace flexibility and managers to foster innovative work arrangements that support employee wellness.

There are a variety of ways employees on campus can leverage flexibility while maintaining, and often increasing, productivity, especially in the summer work period between June 6 and August 5.

"As we enter the summer months, it is the ideal time to remind the campus community of flexwork arrangements that are available to them," said Skye Duckett, vice president and chief human resources officer. "Finding that balance between work and life is important to our well-being, and we encourage everyone to make use of these arrangements where and when they can."

Flexible Work Arrangements

The Flexwork Arrangements policy covers multiple work arrangements, including hybrid and fully remote work scenarios. As stated in the policy, decisions to implement flexible work will be made by an employee's unit leadership. There are three types of flexible work arrangements:

- Compressed Workweek allows an employee to work a traditional 40-hour work week in less than five days.
- Flextime allows employees to change their arrival, departure, and lunch times to come in earlier or leave later than the organization's normal hours.
- Telecommuting allows employees to work away from the conventional or main office.

Employee Well-Being

The Institute's strategic plan reiterates the commitment to a collaborative, holistic approach to campus health and well-being through inclusive environments where all our students and employees can flourish and be fulfilled. Additionally, during the summer months, Fridays will be a "no meeting" day for internal meetings.

This commitment will help ensure that everyone has an equal opportunity to focus on their work, catch up on existing projects, and find new ways to stay connected to their work. Visit **hr.gatech.edu/be-well** and **hr.gatech.edu/work-life-programs** to learn more about work-life programs.

Human Resources Makes Temporary Move

Georgia Tech Human Resources (GTHR) is temporarily moving from its current location at 500 Tech Parkway across the street to 755 Marietta Street. The move, effective June 6, will accommodate renovations taking place in the Human Resources building. Our goal is to make this transition a seamless one.

Services provided at 755 Marietta Street include:

- Onboarding paperwork and processing (e.g. Form I-9).
- Working with international employees and required documents.
- Resolving hiring and payment issues.
- Approval of name changes.
- Completing exit interviews.
- Assisting employees with questions and concerns.

Visitor Parking

Visitor parking spaces are available in the 755 Marietta Street parking lot. The remaining spaces are for permit holders only.

GTHR Employee Parking

Employees with W04 parking permits can use the available spaces in the 755 Marietta Street parking lot that are not designated for visitors.

Additional options for parking include:
- 711 Marietta Street
- 500 Tech Parkway
- 793 Marietta Street
- 811 Marietta Street
- Tech Parkway from Regents Drive to Northside Drive

Once construction begins on 500 Tech Parkway, access to the parking lot will be limited.

THANKS FOR STICKING WITH IT

Photo by Joya Chapman

A Covid-19 Recovery Appreciation Event was held May 23 at Callaway Plaza to thank everyone for working through an evolving crisis to keep the campus safe and productive. Pictured is Deborah Miller, custodian in Infrastructure and Sustainability.

Updates to TechWorks, PeopleSoft Coming This Week

COURTNEY HILL
INFORMATION TECHNOLOGY

Georgia Tech employees can expect a new look and feel for the TechWorks website beginning Monday, June 6.

The Office of Information Technology (OIT) has been preparing to sunset several legacy applications, including PeopleSoft Financials and PeopleSoft Human Capital Management.

The new TechWorks website is available for preview through a banner on the current TechWorks site. The new TechWorks website will be automated on July 14. Access to the old TechWorks site will be available through a link on the new website until July 27, after which the new TechWorks website will exclusively run.

Legacy reports for HCM and Financials will be located at **lite.gatech.edu**. Legacy SPD reports will also be located under the Financials tab.

"The current PeopleSoft Financials version is no longer supported by Oracle," said OIT Senior Project Support Specialist David Thomas. "This move will help minimize security risks posed by an end-of-life system."

The project team has worked with campus partners such as the Administrative Services Center, the Controller's Office, Georgia Tech Human Resources, Grants and Contracts, OIT Enterprise Data Management, and Procurement and Business Services to help manage the change and ensure access to information.

Open office hours to provide additional support are scheduled for June 8 and June 9 at 2 p.m.

To learn more and for ongoing updates, visit **oit.gatech.edu/techworksupdate**.