2020-21
Federal Work-Study
Employer Training

Office of Financial Aid
AGENDA

- Overview of Federal Work Study Program
- Hiring Process
- Handshake Overview
- Kronos Policies/Process
- Rights/Responsibilities (Student/Employer)
- Student Employee of the Year
- Misc. Information
- Job Posting in Handshake
- Handshake Summary
- Announcements
- Questions
Overview of FWS
The Ins and Outs of the Program
The Federal Work-Study Program

- Administered by the Office of Financial Aid (OFA)
- Creates part-time employment opportunities for students and provides service to the local community
- Awarded as part of a student’s financial aid package to students determined by the federal government to have need (students must apply for financial aid)
- Students are “awarded” an amount of money by the Office of Financial Aid, but must work to earn it
- Federal government funds 75% of wages for Federal Work-Study (FWS) jobs, while employers pay only 25%
Types of FWS Employment

- **On-Campus FWS** (75% Federal Funding / 25% Department Funding)
- **Off-Campus Affiliate FWS** (75% Federal Funding / 25% Affiliate Funding)
  - Emory contracts with select non-profit and government organizations to offer community service oriented FWS at off-campus locations.
- **Multiple FWS Employment**
  - Students may hold only one FWS job at a time, although they may hold non-FWS jobs simultaneously. The one exception in which a student may hold two FWS jobs simultaneously is if one job is an Emory Reads tutor which has a different department number.
- **Emory Reads Tutoring** (100% Federal Funding)
  - Emory Reads is a program which sends Emory students to local elementary schools to provide one-on-one literacy and math tutoring.

Other types of non-FWS student employment exists, including non-FWS biweekly student employment (*job code 9900*, which is paid 100% by the department). Please contact HR Data Services for more info on other types of employment.
FWS Awards

- The typical award for all students is $2,500/year.
- When hiring an on-campus student in HR Web, the summary page will show the amount of FWS which has been awarded to the student per semester. It does not take into account previous earnings if a student has already worked a FWS during the academic year. Please check on the current amount of a student’s award by contacting the OFA.
- The off-campus organization supervisor and liaison will be notified of a student’s exact award in the Hiring Approval Email.
- Ask your student employees to notify you if at any point they change their FWS awards/financial aid packages.
- Students earn 100% of the FWS award. The 75/25 split is used for accounting purposes only. If a FWS student has reached the maximum amount awarded, he/she must be terminated, regardless of how much has been paid from the departmental account.
Days Students May Work

- Students may begin working as early as the August 24, 2020.
- Students may work through May 8, 2021 OR until a student earns the maximum award.
  - HR Term date is May 9, 2021
- Actual start date may not occur before receiving a hiring approval email.
  - On-campus, from HR Data Services
  - Off-campus, from OFA
- Students with both a fall and spring award may work over fall/winter break if they have the funds.
- Students with spring-only FWS awards may begin working January 12, 2021.
- Program start and end dates may be changed at the discretion of the OFA. In this event, supervisors will be notified ASAP.
Days & Hours

- Periods of enrollment: Maximum of 20 hours per week at ALL Emory jobs. If during a period of enrollment, the student works more than 40 hours, the department/off campus employer will be charged 100% of earnings.

- Periods of non-enrollment: Maximum of 40 hours per week at ALL Emory jobs.

- Overtime will be charged back 100% to the department/off campus employer.

Students may work during breaks, but never on Emory holidays:
  - Sept. 7, 2020 (Labor Day)
  - November 26-27, 2020 (Thanksgiving)
  - December 24 and 25, 2020 (Christmas)
  - December 28, 29, and 30, 2020 (Winter Recess)
  - December 31, 2020 and January 1, 2021 (New Year)
  - January 18, 2021 (MLK Day)
Federal Work-Study Pay Scale

• On-campus pay rate is $9.00 - $11.00 per hour
  • Within these ranges, FWS pay rates are at the discretion of the supervisor.

• Off-campus pay rate is
  • $9.00, Freshman/Sophomore
  • $11.00, Junior /Senior

• If you wish to pay a student outside of these ranges, you must hire the student as non-FWS (On-Campus Only).
Handshake Overview

The Search For Student Employees
Handshake: Talent meets Opportunity

Handshake is Emory’s student job posting database. Emory departments are able to post and recruit on-campus part-time positions for the following student populations:

- Undergraduate Federal-Work Study students
- Undergraduate students in the College and Goizueta Business School (non-FWS)
- Graduate students from Laney Graduate School (non-FWS)
- Graduate students from Candler (FWS and non-FWS)

Your employer Handshake account with “Emory University Part-Time Jobs” allows you to post Federal Work Study positions, part-time on-campus positions for your department, and/or private part-time positions for your personal work-life balance interchangeably. For on-campus employers, an Emory email address is required. For off-campus employers, a work email address is required. The Career Center is responsible for approving on-campus part-time positions and Employer-Student Job Network positions within 2 business days. The Office of Financial Aid is responsible for approving and maintaining all federal work-study positions.
The Hiring Process
Making The Interviewee An Employee
The On-Campus Hiring Process

- Student employees complete an online orientation the first year of work, or after not working for a certain number of months.
  - Student Website: http://apps.hr.emory.edu/Orientation
  - Employer Website: https://apps.hr.emory.edu/Prestart
  - Please ensure that **Direct Deposit** is setup for **all** students. **Prestart** is a tool that can be used to confirm if a student has the direct deposit setup, but if the student’s bank account number has changed, you will not see that in Prestart.

- **HR Web Student Hire Software**
  - FWS students must be hired using **job code 9998**
  - Job code 9998 requires a **8-digit Job Tracking ID** which corresponds to the **7-digit** Job ID from Handshake. Add a zero to the front of the job ID when hiring in HR Web.
  - **Job Start Date** must be August 24, 2020 or after; **End Date** is the Sunday after the last day of the term or before.
The On-Campus Hiring Process

- **Standard hours and compensation rate** must fall within FWS guidelines.
- **For 20-21 only**, select **Off-Site Clock-In Allowed**.
- Do **not** select **Shift Eligibility** (students are not eligible for shift differential).
- Only enter the **25% department account** row. The 75% is entered automatically.
- **Students may not begin working under any circumstance prior to the hiring manager receiving an approval email from HR Data Services.**
- To hire DACA students contact the OFA.
- Hiring can begin on **8/17/20**.
The On-Campus Hiring Process

- Hiring Students Under 18
  - There is no longer a work-permit requirement
- Department default Speed type charged 100% when the assigned 25% account runs out of funds, or is deactivated
  - The payment distribution can only be manually corrected in HR Web by updating the Speed type.
- Data Services HR Web Student Hire Training Sessions:
  - Wednesday, July 29, 2020
  - Thursday, July 30, 2020
  - Wednesday, August 12, 2020
  - Wednesday, August 19, 2020
- If you need to learn how to or a refresher on how to hire in HR Web. Please contact Data Services to sign up.
Last Day To Hire Students

February 26, 2021 is the last day to hire FWS students for the academic year.

No exceptions

There are no exceptions to the rule that everybody likes to be an exception to the rule.
FWS student employees, as Emory biweekly employees, must clock all hours into the Kronos system and be paid hourly at the pay rate set in the employee’s HR job record.

Each department has a designated timekeeper. The Payroll Department trains these timekeepers and provides them access to the Kronos website.

The timekeepers train each department employee on Kronos policies and provide them a Kronos ID number, which is the employee’s 7-digit Emory EmplID plus a 2-digit identifier which indicates the job the employee is working. Students with more than one Emory job will have more than one Kronos ID number.
Using The Kronos System

- On-Campus students call 2-6666, enter the Kronos ID given by the timekeeper for that job, and enter a clock code.
- For 20-21, Remote student workers should call 404-712-9350, enter the Kronos ID given by the timekeeper for that job and enter a clock code.
- Off-Campus students call 404-712-9350 from a land line at the organization they are working at, enter the Kronos ID from the OFA’s email, and enter a clock code.
- Kronos rounds to the nearest 16-minute increment
- A pay configuration can be entered in HR Web so that students will automatically have a lunch deducted after working 6.5 consecutive hours.
Important Notes about Kronos

• No employee may clock out for another
• Ability to clock from an off-campus number is reserved for students employed by off-campus organizations and other special cases.
• When a student forgets to enter one clock code (either in or out), or both, the missed times must be entered into the Emory Timecard Adjustment System (ETAS), at
  • https://apps2.hr.emory.edu/timecard
• Missed clocks by the student should only be an exception - not a regular occurrence
  • Frequent missed clocks is subject to loss of FWS funding
• Timekeepers and supervisors must communicate and put a system in place to review students’ times and approve payroll.
  • OFA may request a supervisor signed, approved timesheet for any student, any pay period
Important Notes about Kronos

- Timekeepers can run a variety of reports, including:
  - Punch Origin - shows phone number used to make an entry
  - Time Detail Report - complete list of clocking entries for employees
  - Hours By Labor Account - shows which pay codes are being used to pay employees. All hours should appear as regular (REG) pay. Any payments that are not REG pay or retroactive (RET) pay will be charged back.
- Timekeepers must approve timecards on a biweekly basis (see the 2020 and 2021 Payroll Schedule).
Important Notes about Kronos

- Abuse of the Kronos system is a serious offense, especially for off-campus students. Remove temptation from your student workers:
  - If supervising remote FWS employees:
    - Verify students are reporting to work.
    - Confirm that all tasks are being completed as agreed upon between you and your student employee.
  - If supervising on-campus FWS employees:
    - Run Punch Origin report to ensure clocking calls are made from campus.
    - Supervisors should review students’ timecards each biweekly pay period before approval.
    - Students can record their hours on manual timesheets in addition to Kronos.
- Students may only be paid regular hourly pay, or if necessary retroactive hourly pay. Any other types of pay codes appearing in a student’s labor report (including overtime or holiday pay) will be charged back in full to the department or organization.
Manual Timesheets

- Students can record their hours on manual timesheets in addition to using the Kronos system.
- Timesheets are available on the OFA website.
- Each biweekly pay period has its own tab along the bottom.
- Off-campus affiliate:
  - The FWS Assistant will email a copy of student times biweekly, to be signed by the supervisor, and mailed back to OFA.
  - Send all timesheets at the end of each semester ends.
  - An original signature is required on timesheets.
- On Campus departments must have a manual timesheet in the student’s file.
FWS Award Tracking

Supervisors can track the awards of their students the following ways:
- Supervisor tracking spreadsheets by request only
- View the Remaining FWS Balance in ETAS (on campus only)
- Collect manual timesheets from students

Students can track their award earnings in the following ways:
- Manual timesheets
- Log into the Emory Time Adjustment System
- Emory Finance Web to view their Kronos clocking reports
- Emory HR Web to view gross earnings on current and past paychecks
Tracking FWS Earnings

• FWS funds are awarded on a semester basis. If students earn more than the fall amount, they will begin to dip into their spring awards. Students who do not earn their entire fall award usually will have the remainder rolled over to the spring.

• Supervisors are responsible for 100% of any earnings beyond the maximum, so keep track!

• Supervisors can view the remaining award balance of their Federal Work-Study (FWS) employees by logging into ETAS, https://apps.hr.emory.edu/timecard/

• Recommended Hours/Week Formula (see supervisor handbook)

• Supervisor Tracking Spreadsheets (Contact OFA)
Tracking FWS Earnings

Clocking Transaction Report

- Finance.emory.edu, under Payroll, Time and Attendance, Reports
- Confirm dates, times and clocking locations
- Accessible by students
Working Remotely

- It is the responsibility of the hiring department or organization to provide adequate supervision for their FWS student employees.
- Students may work remotely due to Covid-19.
- Students are not permitted to work unsupervised.
- FWS is not intended for independent research or study time - it is a mentoring program designed to give students the opportunity to interact with working professionals.
- It is the supervisor’s responsibility to verify that the student is actually doing work.
Employee Evaluations

- Form available on OFA website.
- Must be completed once annually for FWS students, prior to termination.
- Evaluations must be reviewed with the student.
- **On Campus Employers, do not** send to the OFA, store in the personnel file within your department.
- **Off Campus Employers**, please send to the Candace so that it can be added to the student’s personnel file.

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<th>Student Employee’s Name:</th>
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<th>Department:</th>
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**Certification Statement**
I have reviewed and understand the Student Employee Evaluation below.

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<th>Student Employee’s Signature</th>
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<th>Supervisor’s Signature</th>
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**A: List the principal functions or duties of the student and rate accordingly**

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<tr>
<th>Principal Function</th>
<th>Superior</th>
<th>Commandable</th>
<th>Satisfactory</th>
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FWS Personnel Files

Each student employee needs a file and it must be stored for 3 academic years in the department files.

FWS Personnel Files Checklist:

- HR Web Summary Page
- HR Hiring Approval Email
- Handshake job posting (ID and Department must match HR Web Job ID number)
- Annual evaluation
- Any changes to HR data record
- Supervisor signed timesheets
- Personnel files for Off-Campus FWS will be managed by OFA.
**Student Rights & Responsibilities**

**Student Rights**
- Award amount and pay rate
- Specific job description
- Work schedule and expected hours
- Adequate training to perform duties
- Safe and sanitary work environment
- Regular supervision and review of work performed
- Clear explanation of the Kronos system and the procedure for being paid
- Instructions on how to report an absence from work

**Student Responsibilities**
- Understand job responsibilities and supervisor’s expectations
- Perform tasks efficiently and timely
- Arrange a work schedule with the supervisor
- Notify the supervisor in case of absence
- Accurately document work hours
- Track FWS earnings and monitor remaining award
Supervisors Rights & Responsibilities

**Employer Rights**
- To have assigned tasks completed correctly and timely
- To have students record their time accurately
- To expect students to adhere to a regular work schedule
- To be notified immediately in case of absence from work

**Employer Responsibilities**
- To clarify required hours of work
- To communicate pay rate
- To set expectations of quality/quantity of work
- To explain all office policies which are applicable
- To ensure students are hired/terminated properly
- To ensure students do not work prior to HR approval or past termination date
- To discuss performance issues with student
- To ensure proper payroll process is followed
- To track FWS awards and terminate students once award is exhausted
- To communicate with HR reps, timekeepers, students
- To maintain personnel file on every FWS worker
Student Employee of the Year

- National Student Employee week is held the 2nd week of April.
- FWS and non-FWS student employees may be nominated.
- The winner will be awarded a $1,000 scholarship from OFA.
- The Emory Student Employee of the year will be entered into the regional competition, for a chance at an additional $1,000 scholarship, and the possibility of being selected as the regional winner nominee submitted for the national competition.
- There is no limit to the number of students a supervisor can nominate. Students must be employed for 6 months of the academic year.
Misc. Information

Changing FWS Jobs

- The HR system will not allow a student to be hired into 2 FWS positions (Except for Emory Reads).
  - Student gives notice to employer
  - Old employer begins termination process
  - Once termination is complete old employer notifies student and new employer so that rehire process may be initiated
  - Student may begin working once new employer receives HR approval
  - New department must ensure student begins using the new Kronos code

- On-campus supervisor must terminate students immediately once they have exceeded their awards or stopped working.
- Off-campus affiliate organization must notify OFA immediately once a student has stopped working or wishes to be terminated.
- No-shows should be terminated within 2 weeks
- Please terminate students ASAP when you receive the Award Exceeded email from the OFA.
- Employees may not work on the day of termination
- Kronos is separate from HR Web, and is not deactivated when termed
**Misc. Information**

- **Retroactive Payments** - Must be submitted through HR Web. Contact OFA or Payroll Department for more information.

- **Retroactive Salary Transfers (RST)** will be performed by the OFA. If it has been determined that the department didn’t setup the 25%, the department will be communicated to by OFA to submit a RST to recoup the 25%.

- **Special Payments** to students cannot be paid using FWS funds. Irregular pay will be charged 100% to the department or affiliate.

- **Volunteered Hours Prohibited** - Any student employed under FWS must be paid for all hours worked.

- **Increased Awards** - OFA will determine eligibility at the time award is exceeded.

- **Decreased Awards** - FWS awards are subject to change. In the rare event of award cancellation or decrease and/or receipt of an external scholarship, the department will be responsible for 100% of earnings outside the modified award.
Misc. Information

- **Grievances** - See grievance policy in manual and contact OFA if necessary.
- **Commitment to Equal Opportunity**
- **Changing Personnel** - Notify the OFA if the department liaison is changing to update our listserv and the department’s Handshake account.
- **Displacement of Regular Workers** - May not displace/replace regular workers.
- **Religious or Political Involvement** - May not construct, operate or maintain building used for religious worship or instruction. May not be involved in political activity or partisan work.
- **Student Benefits & Insurance**
  - Do not accrue sick or vacation
  - Do not receive paid holidays/cannot work on holidays
  - Compensated only for the hours worked
  - Covered under Worker’s Compensation
  - Cannot receive overtime (department will be charged)
  - May be covered under the University’s auto insurance policy

FWS student employees are subject to all University staff policies and procedures.
Handshake
Posting Jobs in Handshake
Handshake Summary

- Only FWS recipients will see FWS jobs.
- Handshake access will be available beginning **August 3rd**.
- FWS and non-FWS jobs are posted in Handshake.
- For **all** hiring, please remember:
  - Include **FWS** in the job title (i.e. **FWS Administrative Assistant**) to differentiate between FWS jobs and non-FWS jobs.
  - In addition to the **FWS** in the job title, jobs that are remote only must also include **Remote only**.
  - If you are hiring for in-person and remote, please submit two separate job postings. The Remote posting must have the **FWS** and **Remote** in the job title.
- If you want to hire a returning student, make sure to use the expiration date and put **DO NOT APPLY** in the title.
- Use the decline feature so you can let students know that they were not chosen for the position.
- **OFA** will only approve job postings on Tuesdays and Thursdays.
Please keep in mind the following dates:

- 20-21 Fall/Spring Work Period 8/24/20 - 5/8/21
- Fall Only Work Period: 8/24/20 - 12/19/20
- Spring Only Work Period: 1/12/21 - 5/8/21
- Last day to post jobs in Handshake: **February 25, 2021 by 3:00 PM**
Announcements

Upcoming Events & Contact Information
Data Services Boot Camp

Student New Hire Training

When:
- Wednesday, July 29, 2020
- Thursday, July 30, 2020
- Wednesday, August 12, 2020
- Wednesday, August 19, 2020

Where:
- Virtually via Zoom

How do I register?:
- Please contact Stephanie Brown, stephanie.t.brown@emory.edu.

What will I learn:
- In this course you will receive a
  - Review of I-9 processing of New Hires/Rehires
  - Review of Student New Hire entries
  - Review of common keying errors
Contact Information

- **FWS Program Questions (Awards, Deadlines, Duties, Department Referrals, Job Fair, etc.)**
  - Whitney Tucker-Jenkins - wtjenkins@emory.edu

- **Handshake and Hiring Process**
  - Candace Rivera - ctriver@emory.edu

- **Student Conduct Issues**
  - Delicia Lucky - dlucky@emory.edu
Questions?

Thank you for attending!
We look forward to another successful year of the FWS program.

Office of Financial Aid