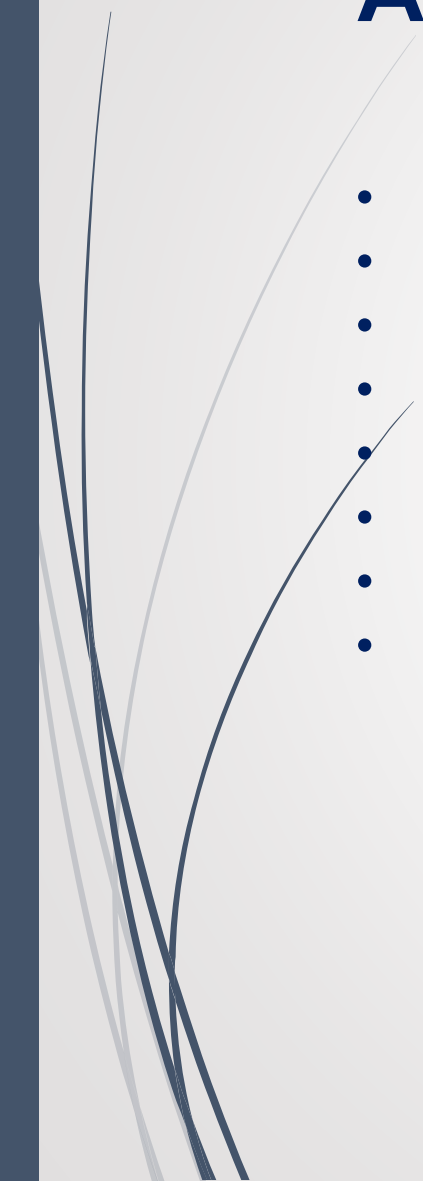


2024-25 Federal Work-Study Employer Training

Office of Financial
Aid



AGENDA

- Overview of Federal Work Study Program
 - Hiring Process
 - Kronos Policies/Process
 - Student Employee of the Year
 - Miscellaneous Information
 - Announcements
 - Overview of Handshake
 - 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%**

LEARN

WORK

EARN

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 expect for the reason of being an Emory Reads tutor. Students may hold multiple non-FWS jobs simultaneously.
- **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.
- Award amounts for on campus students will be available on the summary page in HR Web. It does not take into account previous earnings if a student was previously hired during the academic year. Please check on the current amount of a student's award by contacting the OFA.
- Off-campus employers will be notified of a student's exact award in the Hiring Approval Email.
- Ask your student employees to notify you if there are any change their FWS awards/financial aid packages.
- Students earn 100% of the FWS award. The 75/25 split is used for accounting purposes only. Students who have reached their FWS award allocation 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 28, 2024**.
- Students may work through **May 10, 2025** OR until a student earns the maximum award.
 - **HR Term date is May 11, 2025**
- 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 14, 2025**.
- Program start and end dates may be changed at the discretion of the OFA. In this event, employers will be notified ASAP.

Days & Hours

- Periods of enrollment: Maximum of **20** hours per week at ALL Emory jobs.
 - Employers are charged at 100% for the student's earnings if the student works more than 40 hours in a pay period.
- Periods of non-enrollment: Maximum of **40** hours per week at ALL Emory jobs.
- Overtime will be charged back 100% to the employer.



Students may work during breaks, but **never** on Emory holidays or campus closures:

Sept. 2, 2024 (Labor Day)

November 28-29, 2024 (Thanksgiving)

December 24 and 25, 2024 (Christmas)

December 26 - 30, 2024 (Winter Recess)

December 31, 2024 and January 1, 2025 (New Year)

January 20, 2025 (MLK Day)

Federal Work-Study Pay Scale



- On-campus pay rate is **\$15.00 - \$18.00 per hour**
 - Within these ranges, FWS pay rates are at the discretion of the supervisor.
- Off-campus pay rate is
 - **\$15.00**, Freshman/Sophomore
 - **\$18.00**, Junior/Senior
- Graduate student pay rate is **\$15.00 - \$20.00 per hour**
- If you wish to pay a student outside of these ranges, you must hire the student as non-FWS (**On-Campus Only**).

The Hiring Process

Making The Interviewee An Employee





The On-Campus Hiring Process

- Student employees complete an online orientation the first year of work.
 - 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 the **7-digit** Job ID from Handshake.
 - **Job Start Date** must be **August 28, 2024** 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.
- ▶ Select **Off-Site Clock-In Allowed** (*if working remotely or hybrid only*).
- ▶ 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 **August 19, 2024.**
- ▶ 100% of earnings are charged to the department default Speedtype 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.



Working Remotely

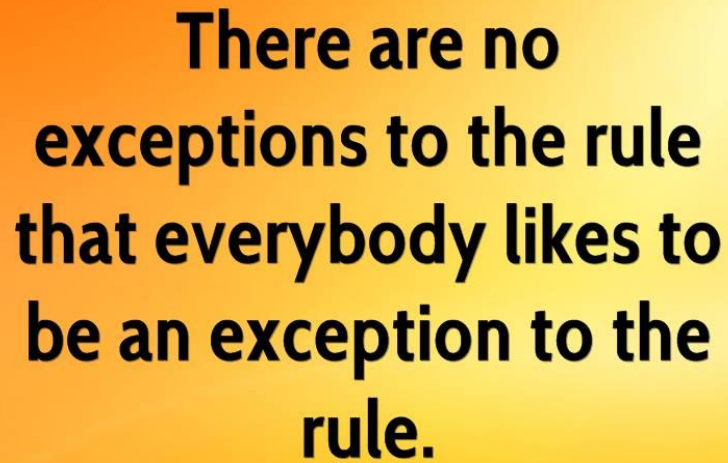
- **It is the responsibility of the hiring department or organization to provide adequate supervision for their FWS student employees.**
- **Students may continue to work remotely.**
- **Students are not permitted to work unsupervised.**
- FWS is not intended for independent research or study time – it is a mentoring program designed to give students the opportunity to interact with working professionals.
- Please **do not** allow a student to work remotely if they are hired to work for **in person only**. If the student is sick or misses work, then you can see if there is another day that they can come into the office. Students should not be adding time to ETAS that they worked remotely when they are not hired to work remotely.
- **It is the supervisor's responsibility to verify that the student is doing work.**



Last Day To Hire Students

February 21, 2025 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.**

Timekeeping



KRONOS: ON-CAMPUS

- ▶ 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.

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.
- On Campus departments must keep a manual timesheet in the student's file.
- Off-campus affiliates:
 - Students **should** record their hours on manual timesheets if working off campus.
 - Send all original timesheets at the end of each semester ends.
 - An original signature is required on timesheets.

Biweekly Time Sheet

Pay period start date: 8/21/2022

Pay period end date: 9/3/2022

Student Name:

Supervisor:

Organization Name:

Due to timekeeper: 9/5/2022

Day		Time In	Lunch Out	Lunch In	Time Out	Hours Worked
Sunday	8/21/2022	No FWS work permitted during University holidays				
Monday	8/22/2022	No FWS work permitted during University holidays				
Tuesday	8/23/2022	No FWS work permitted during University holidays				
Wednesday	8/24/2022					
Thursday	8/25/2022					
Friday	8/26/2022					
Saturday	8/27/2022					
Sunday	8/28/2022					
Monday	8/29/2022					
Tuesday	8/30/2022					
Wednesday	8/31/2022					
Thursday	9/1/2022					
Friday	9/2/2022					
Saturday	9/3/2022					
Total hours						



FWS Award Tracking

Supervisors can track the awards of their students the following ways:


- View the Remaining FWS Balance in ETAS (on campus only)
- Collect manual timesheets from students
- For off campus affiliates, OFA will email a copy of the student's timecard for each pay period along with the student's FWS earnings balance.

Students can track their award earnings in the following ways:

- Manual timesheets
- Log into the Emory Time Adjustment System
- Emory Finance website 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)

<div>  <div> EMORY UNIVERSITY </div> </div> <div>Timecard Adjustment System</div>													
<div> <div>Approvals ▾</div> <div>Timecards</div> <div>Leave Requests</div> <div>Timekeeper ▾</div> <div>Reports</div> </div>													
Timecards for All Employees													
Name	Empl/Rcd	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard	# Of Adjustments	Work/Study Balance	
		62.75					9.00		71.75	View/Edit	0		
		2.00							2.00	View/Edit	0	\$1658	
		14.25							14.25	View/Edit	0	\$1713	
		4.50							4.50	View/Edit	0	\$2104	
										View/Edit	0	\$133	
		4.00							4.00	View/Edit	2	\$2175	
		2.00							2.00	View/Edit	0	\$849	
		9.00							9.00	View/Edit	0	\$1217	
		19.00							19.00	View/Edit	3	\$718	
										View/Edit	0	\$1526	
		7.25							7.25	View/Edit	0	\$688	
		5.00							5.00	View/Edit	1	\$1609	
										View/Edit	0	\$1594	
		6.25							6.25	View/Edit	2	\$65	

Tracking FWS Earnings


Clocking Transaction Report

- Please go to ETAS: <https://apps.hr.emory.edu/timecard> and then click on Reports and then Clocking Transaction Report
- Confirm dates, times and clocking locations
- Accessible by students

 Clocking Transaction Report From 03-Feb-13 to 16-Feb-13						
Name Jones, Khadija S						
Employee ID 202607000						
Department 905015						
Unit						
Sick						
Vacation						
Date	Clock In	In Location	Clock Out	Out Location	Hours	Description
Mon, 02/04/13	13:55	IVR1:72360	16:57	IVR2:75161	3.00	
Wed, 02/06/13	14:04	IVR1:72360	16:56	IVR1:75161	3.00	
Fri, 02/08/13	13:56	IVR2:72360	16:53	IVR2:75161	3.00	
Mon, 02/11/13	14:00	IVR1:72360	16:53	IVR2:75161	3.00	
Wed, 02/13/13	14:14	IVR1:72360	16:54	IVR1:75161	2.75	
					14.75	

Student Files





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
- Annual evaluation
- Any changes to HR data record
- Supervisor signed timesheets
- Personnel files for Off-Campus FWS will be managed by OFA.

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.

 EMORY UNIVERSITY				
<i>Emory Federal Work-Study Student Employee Evaluation Form</i>		Emory University Office of Financial Aid 200 Dowman Drive, Suite 300 Atlanta, GA 30322		Phone: 404.727-6039 Fax: 404.727-6709 Email: finaid@emory.edu
Student Employee's Name:		Job Title:		
Department:		Dates Employed: Start ____ / ____ / ____ End ____ / ____ / ____		
Certification Statement I have reviewed and understand the Student Employee Evaluation below. Student Employee's Signature _____ Date _____ Supervisor's Signature _____ Date _____				
A: List the principal functions or duties of the student and rate accordingly				
Principal Function	Superior	Commendable	Satisfactory	Unsatisfactory

Other important
information that you
should know...



Student Employee of the Year

- National Student Employee Appreciation week is held the 2nd week of April.
- FWS and non-FWS student employees may be nominated.
- The winner will be awarded a scholarship from OFA.
- The Emory Student Employee of the year will be entered into 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.



Miscellaneous Information

Changing FWS Jobs process and other important information

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

Miscellaneous 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 an 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.
- **FWS student employees are subject to all University staff policies and procedures.**

Announcements



Upcoming Events

Annual FWS Job Fair

Friday, August 30, 2024

Emory Student Center

10:00 AM – Employer setup

11:00 AM – 3:00 PM – Job Fair



All students awarded FWS are invited to attend. Hundreds of students attend this job fair each year, and it is an excellent opportunity to find candidates for your positions.

- RSVP by 9AM on **August 23, 2024** via Handshake
- Cancel your reservation if you fill your positions prior to the job fair
- In case of no-shows, supervisor walk-ins welcomed after 1pm
- Bring signs, tablecloths, tape, banners, etc.
- Bring hardcopies of your job description, candy, freebies, other promotional materials
- If you need more information, please contact us: fws@emory.edu

Handshake: Talent meets Opportunity

Overview and Posting Jobs





Handshake: Talent meets Opportunity

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

- Undergraduate Federal-Work Study students
- Graduate students from Candler
- Graduate students from Nursing
- Graduate students from Allied Health

Your employer Handshake account allows you to post Federal Work Study positions part-time on-campus positions for your department. 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. The Office of Financial Aid is responsible for approving and maintaining all federal work-study positions.



Handshake Overview

- Only FWS recipients will see FWS jobs.
- Handshake access will be available beginning **August 1st**.
- FWS and non-FWS jobs are posted in Handshake.
- For **all FWS** hiring, please remember:
 - You **must** include **FWS** in the job title
- If you want to hire a returning student, make sure to expire a job within a day or two **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.**

A background image of a calendar is visible on the left side of the slide. The calendar shows dates from 4 to 28, with some dates highlighted in red (4, 11, 18, 25) and others in green (23). The calendar is slightly out of focus.

Handshake Overview

Please keep in mind the following dates:

- 24-25 Fall/Spring Work Period 8/28/24 – 5/10/25
- Fall Only Work Period: 8/28/24 – 12/21/24
- Spring Only Work Period: 1/14/25 – 5/10/25
- Last day to post jobs in Handshake: **February 20, 2025 by 3:00 PM**

Contact Information



**FWS Program
Questions (Awards,
Deadlines, Duties,
Department Referrals,
Job Fair, etc.)**

Candace Rivera
ctriver@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.