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 70% of wages for Federal Work-Study (FWS) jobs, while employers pay only 30%
Types of FWS Employment

- **On-Campus FWS** (70% Federal Funding/30% Department Funding)
  Students must be hired by a department under job code 9998.

- **Off-Campus Affiliate FWS** (70% Federal Funding/30% 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.

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

Your employer Handshake account with “Emory University Part-Time Jobs” allows to 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. This user guide will give you instructions on how to post each position in the approved manner through the Handshake system. An Emory email address is required for each contact. 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.
Student Job Search

- Only FWS recipients will see FWS jobs.
- Optional application for FWS students, [www.studentaid.emory.edu/documents/fws/FWS_Employment_Application.docx](http://www.studentaid.emory.edu/documents/fws/FWS_Employment_Application.docx).
- FWS postcard sent the end of July. FWS email sent mid-August.
- New student access to Handshake begins August 1st.
Login to Handshake

- Employers may login to Handshake through the OFA website.
- Click Enter Handshake (beneath Employers) to login.
- Archived EagleOps Jobs available at: 
  www.career.emory.edu/documents/recruiters/fws_postings_7.1.15-5.1.16.xlsx
  http://www.career.emory.edu/documents/recruiters/fws_postings_7.1.15-5.1.16.pdf
Login to Handshake

Each department will have one login created by the OFA (you do not need to register). The login info has been given to the student employment liaison. To update your Handshake account with a new liaison, please contact the OFA. Each department or organization should only have one person designated as the liaison, although others may be added to the mailing list.

https://emory.joinhandshake.com/login
Creating Jobs

- Create a new job
- Post a Job
- Update an expired job

You have not requested any on campus interviews yet.

You have not RSVP'd to any upcoming events.
Creating Jobs

<table>
<thead>
<tr>
<th>Location</th>
<th>Job Type</th>
<th>Employment Type</th>
<th>Tracking Code</th>
<th>Label</th>
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</table>

- **Job Templates**
- **Search by either Followed Only or Division**
- **Expired jobs**
- **Active jobs**
- **Create new**

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Title</th>
<th>Applicants</th>
<th>Location</th>
<th>Job Type</th>
<th>Employment Type</th>
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<tr>
<td>385466</td>
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<td>200 Dowman Dr, Atlanta, GA 30307, USA</td>
<td>On Campus Student Employment</td>
<td>Part-Time</td>
<td>Office of Financial Aid - 905015</td>
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Creating Jobs

i. Title

ii. Tracking Code

iii. Division

iv. Job Type

v. Employment Type
Creating Jobs

i. Salary Type
ii. Pay Rate
iii. Duration
iv. Additional Instructions
Creating Jobs

i. Select or Add Existing Contact

ii. Create Contact

iii. Remove Contact

iv. Display Contact

v. Receive applications by email – fully qualified or not

vi. Receive expiration email with all the applications
Creating Jobs

i. Government Position – most leave unchecked

ii. Remote Workers – some exceptions, mostly off-campus

iii. Job Location – do not change
Creating Jobs

<table>
<thead>
<tr>
<th>Description</th>
<th>* Description</th>
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<td><strong>A Normal text</strong></td>
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This is a test only -- **Do Not Apply for this job**

- Assist Customer Service Reps with filing, phone calls and front desk duties
- Maintain a professional appearance and demeanor at all times
- Communicate clearly both verbally and in writing (with particular attention to appropriate style, form and correct grammar)
- Assist in filing under the direction of office staff
- Handle routine inquiries and refer more complex questions to appropriate staff
- Provide timely and correct responses to inquiries received by phone and in writing
- Computer data entry and database management
- Greet guests at the reception desk, direct them to advisors, and take incoming documents

i. Description – a detailed description of the job duties

ii. Desired Skills – optional, may leave blank

iii. Responsibilities – optional, may leave blank
Creating Jobs

Test Only - Office Assistant

All students are able to apply to all jobs in the Handshake system. However, you will be able to clearly see, and filter between, the applicants that match all of your qualifications — and those who don’t.

This is a work study job. Only students who are eligible for work study jobs can apply to this job.

- **Work Study Job?**
  - Check this only if the job is a work study job. Work study jobs are jobs for eligible students.

- **Required Documents**
  - Resume
  - Cover Letter
  - Transcript
  - Work Sample
  - Other Document

- **Document notes**
  - Complete and submit federal work study job application, http://www.studentaid.emory.edu/documents/fws/FWS_...
  - Instructions shown to the student when they are submitting documents while applying.

- **Located in the US?**
  - Is this position located in the United States?

**Do not select**
- Master’s
- Doctorate
- Postdoctoral Studies
- Alumni

**Optional**
- Department
  - GPA Required?
- Cumulative GPA
  - GPA Required?
- Major Groups
  - Click to select major groups. Not selecting any major groups will allow all majors to apply.
i. Follow Job— need to follow in order to find your jobs
ii. Status— Pending (in orange) until marked Approved
iii. Job ID— Required for HR Web hiring, add a zero in front
Job Posting Actions

i. Status—either Pending or Approved

ii. Applications—Under Actions, click “Browse Applications”

iii. Close Job—Under Actions, click “Expire Posting Now”
Student View

Compensation
- RELLOCATION HELP?: No
- PAY RATE: $7.50 - $9.00
- DURATION: 08/24/2016 - 05/06/2017

Company Details
- COMPANY SIZE: Unknown
- INDUSTRY: Higher Education Industry
- COMPANY TYPE: Private company
- HEADQUARTERS: 200 Dowman Dr. Atlanta, GA 30307, USA
- WEBSITE: http://www.emory.edu/recruiting

Social Media

Job Qualifications
- ALLOWED SCHOOL YEARS: Freshman, Sophomore, Junior, Senior
- ALLOWED MAJORS: All majors allowed
- WORK AUTHORIZATION REQUIREMENTS: US work authorization is required

Contact Information
- CONTACTS: James Dooley
dooley@emory.edu
Duplicating a Job

i. Open a job

ii. Click “Duplicate this Job”

iii. Rename job title

iv. Delete Tracking Code

v. Update Duration dates

vi. Follow the new job
Duplicating a Job

Copy of Test Only - Office Assistant

Job was successfully duplicated. You may now distribute the job to schools.

- **Update title**: Copy of Test Only - Office Assistant
- **Delete tracking code**: 423456
- **Update duration dates**: Duration: 08/24/2016 - 06/06/2017

Job functions:
Choose a job function...

Salary type:
- Paid
- Unpaid
- Commission

Pay Rate:
$7.50 - $9.00

Monthly Housing Stipend:
Do you provide a monthly housing stipend for this job?

Duration:
08/24/2016 - 06/06/2017

Additional application instructions:
Complete and submit a federal work/study job application.
http://www.studentaid.emory.edu/documents/tws/FWS_Employment_Application.docx

Contacts:
- James Dooley
  - Emory University
  - Part-Time
  - Jobs

Not seeing the contact you're looking for? Create it here.

Save Changes
Important Notes about Handshake

- Once you have filled a position or wish to remove a job from student view, you must login to Handshake, go to Job Postings, click on “Followed Only,” click on the desired job, and under “Actions” (in the left column) select “Expire Posting Now.”

- All on-campus student jobs, including FWS, are housed under one employer account. This means that multiple users will have access to this account. It is important that you only edit information on jobs that you posted. You can easily keep track of your jobs by using the “Follow Job” function.

- To copy data from an expired job description, select the old position from under Job Templates, select “Duplicate this Job.” This will duplicate the position, but you must (1) edit the job title, (2) delete the Job ID number, (3) update the duration/job dates, and (4) revise any data before (5) saving changes.

- If at any time you want to return to your main screen (the first screen you see after log-in), simply click the Home. You can also click the Job Postings (and click “Followed Only”) to be taken to the page which lists all jobs for your department. When viewing the Jobs screen, remember that only active jobs appear, while expired jobs appear in the Job Templates (and click “Followed Only”).

- When viewing the job postings you will see an orange “Pending” until the OFA has viewed and released the job, at which point you will see the green “Approved”, indicating students may apply for the position.

- The Job ID number is unique to each job posting. You must enter it into HR Web when hiring FWS students in order for the student’s HR record to correspond to your Handshake job description. You must enter a zero in front of the Job ID number to make it 7-digits, or it will not be accepted in HR Web.

- There is no field which allows you to enter the number of openings for a certain position. However, it is still possible to hire multiple students under one Job ID number provided they are working identical jobs. If multiple students share identical job descriptions, start dates, etc., you may enter the same job ID for these students when hiring them in HR Web.
Annual FWS Job Fair

Tuesday, August 23, 2016
Winship Ballroom, DUC
8:30am – 2:00pm

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

- RSVP to Patricia Nicol, patricia.nicol@emory.edu
- Cancel your reservation if you fill your positions prior to the job fair
- In case of no-shows, supervisor walk-ins welcomed after 9am, and again after 12 noon
- Tables are bare, so bring signs, tablecloths, tape, banners, etc.
- Extras you might bring include hardcopies of your job description, candy, freebies, other promotional materials
The typical award for all students is $2500/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 70/30 split is used for accounting purposes only. If a FWS student is awarded $2500 for the year, the student must be terminated after earning $2500 total, regardless of how much has been paid from the departmental account.
Federal Work-Study Pay Scale

- On-campus pay rate is $7.50 - $9.00 per hour
  - Within these ranges, FWS pay rates are at the discretion of the supervisor.
- Off-campus pay rate is
  - $8.00, Freshman/Sophomore
  - $9.00, Junior/Senior
- If you wish to pay a student outside of these ranges, you must hire the student as non-FWS.
Days & Hours Students May Work

- Students may begin working as early as the **first day of class** – August 24.
- May work through **May 6, 2017** OR until a student earns the maximum award.
  - **HR Term date is May 7, 2017**
- 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 **winter break** if they have the funds.
- Student with spring-only FWS awards may begin working January 9.
- 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
- Periods of non-enrollment: Maximum of 40 hours per week at ALL Emory jobs

Students may work during breaks, but never on Emory holidays:
- September 5, 2016 (Labor Day)
- November 24-25, 2016 (Thanksgiving)
- December 23 and 26, 2016 (Christmas)
- December 30, 2016 and January 2, 2017 (New Year)
- January 16, 2017 (MLK Day)
Tracking FWS Earnings

- Supervisors are responsible for 100% of any earnings beyond the maximum, so keep track!
- 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 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
- Supervisor Tracking Spreadsheets
Tracking FWS Earnings

- **Clocking Transaction Report** – at finance.emory.edu, under Payroll, Time and Attendance, Reports
- Dates, times and clocking locations can be confirmed.
- Accessible by students

![Clocking Transaction Report](image)
## Supervisor Tracking Spreadsheet

Excel files available on the OFA website

<table>
<thead>
<tr>
<th>Federal Work-Study Fall 2016 Award Tracker</th>
<th>08/24/16-08/27/16</th>
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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](http://apps.hr.emory.edu/Orientation)
  - Employer Website: [https://apps.hr.emory.edu/Prestart](https://apps.hr.emory.edu/Prestart)

- **HR Web Student Hire Software**
  - FWS students must be hired using **job code 9998**
  - Job code 9998 requires a **7-digit Job Tracking ID** which corresponds to the **6-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 first day of class or after; **End Date** last day of class or before.
  - **Standard hours** and **compensation rate** must fall within FWS guidelines.
  - Do **not** select **Off-Site Clock-In Allowed** unless needed.
  - Do **not** select **Shift Eligibility** (students are not eligible for shift differential).
  - Only enter the **30% department account** row. The 70% is entered automatically.
  - **Students may not begin working under any circumstance prior to the hiring manager receiving an approval email from HR Data Services.**
The On-Campus Hiring Process

- Hiring Students Under 18
  - There is no longer a work-permit requirement
- Department default SmartKey charged 100% when the assigned 30% account runs out of funds, or is deactivated
  - The payment distribution can only be manually corrected in HR Web by updating the SmartKey
The Off-Campus Hiring Process

- The organization must post the job in Handshake.
- The organization recruits, interviews and selects a student.
- The organization provides a **2016-17 Student Selected For Hire Form** and **Fall Hiring Schedule** to the selected student, and sends the student to attend a hiring session at the OFA.
- Student will attend a group hiring session (does not need to RSVP) and then complete the necessary Emory online orientation. Once a student completes the orientation, the OFA will finalize the hiring.
- Student will be turned away from hiring session if
  - They do not have a 2016-17 FWS award as part of their financial aid package
  - They do not have a 2016-17 SSFH form or have an incomplete form
  - They do not have proper forms of ID to complete the I-9
  - They are late
- **Students may not begin working under any circumstance prior to the official start date included in the Hiring Approval Email from the OFA.**
Off-Campus Hiring Approval Email

Students may not begin working under any circumstance prior to the official start date included in the Hiring Approval Email from the OFA.

Hello,

Congratulations! James Dooley has been approved to begin Federal Work-Study on Wednesday, August 29th, for fall semester at an hourly pay rate of $8.00. This student has been awarded $1,250 for the fall semester and $1,250 for the spring semester. The student's last day of work for the spring semester will be the end of term for his or her program, or the date the student earns the $2,500.00 that he or she has been awarded for the academic year (whichever comes first).

The student may begin working on the date listed above, but may not yet begin using the Kronos phone clocking system. In the meantime, the student should record hours on a manual timesheet. A second email will be sent once the student has been approved to use the Kronos system, and will include instructions on how to submit the hours that have been recorded manually. Do not attempt to use any previous Kronos ID numbers!

Please remember that it is the responsibility of the supervisor and the student to monitor the hours worked so that the student does not exceed the Federal Work-Study award amount. The Emory Work-Study Forms website includes a supervisor tracker and a student tracker, so that the remaining work-study amount can be clearly identified during each pay period. Any earnings over the award amount will be charged in their entirety to the organization.

Students are expected to track hours worked using the fall semester timesheets and spring semester timesheets. They may not work more than 20 hours per week during periods of enrollment, and not more than 40 hours per week during periods of non-enrollment. Completed timesheets may be required in to track missed times, or make corrections when the wrong Kronos number is used. Failure to submit a timesheet upon request could result in loss of pay for hours worked. Students who have multiple student employment jobs should keep separate timesheets each position.

Also, please remember to deactivate your job postings on Eagle Ops once the positions have been filled. Instructions are in Chapter 2 the FWS Supervisor Handbook (page 12).

Students are not permitted under any circumstance to work past the end of spring term or on the following Emory University Holidays:

- September 3, 2012 (Labor Day)
- November 22-23, 2012 (Thanksgiving)
- December 24 and 25, 2012 (Christmas)
- December 31, 2012 and January 1, 2013 (New Year)
- January 21, 2012 (Martin Luther King Day)
- April 20, 2013 (Last day of Spring classes)

If you have further questions or concerns, please contact our office.
Student Employee of the Year

- National Student Employee week is held the 2nd week of April.
- **Annual competition open to FWS and non-FWS student employees to be named the Emory Student Employee of the Year**
- The winner will be awarded a $1000 from OFA (with the option of the nominating department increase through a 1-time funds transfer), an announcement will run in the Emory Wheel, and will be presented an award at the annual Leadership, Service and Diversity award ceremony.
- The Emory Student Employee of the year will be entered into the regional competition, for a chance at an additional $1000 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 (July 1 – June 30).
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.
Emory uses the Kronos system for the timekeeping and paying of all Emory biweekly employees, including FWS students. It is mandatory that these employees enter all hours worked into the Kronos system.

The OFA serves as the timekeeper for off-campus students.

During the off-campus hiring sessions, students will be trained on the Kronos system. Via a Kronos Approval Email, off-campus students will be provided a Kronos ID number. Students with more than one Emory job will have more than one Kronos ID number.

Off-campus students may begin working on their official start date even if they have not received the Kronos Approval Email. In this case, the student should record their hours worked on a Manual Timesheet, then, once the Kronos Email is received, the student must enter those times into the Emory Timecard Adjustment System (ETAS).
Off-Campus Kronos Approval Email

Off-Campus Students will be given their Kronos ID by email. Off-campus students may begin working on their official start date even if they have not received the Kronos Approval Email.

Hello,

You have been approved to begin using the Kronos system to record time worked on the Emory Federal Work-Study Program. Off-Campus students are required to keep updated timesheets as record of hours worked. Any missed times must be logged into Emory Timecard Adjust System (ETAS). These times must also be recorded on your timesheets. You may begin using Kronos on **Wednesday, September 10, 2014**. Your employee number is **146980800**.

To be paid for hours already worked enter times at ETAS. **This must be received by 9:00am on Monday, September 15th at the latest in order to be paid out on the upcoming pay day.** Late corrections will not be paid on the upcoming Friday Pay Day but paid on the next pay period.

Please only use this number for this specific job (Off-Campus FWS – Department 981220). If you have another Emory job, you will need to contact your other timekeeper to determine that job’s Kronos number and to report errors for that job. If working multiple jobs, please look for the department number listed on Kronos error messages.
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**.
- 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 REG regular pay. Any payments that are not REG pay or RET retroactive pay will be charged back.

- Timekeepers must approve timecards on a biweekly basis (see the 2016-17 FWS Payroll Schedule).

- Abuse of the Kronos system is a serious offense, especially for off-campus students. Remove temptation from your student workers:
  - Do not give students ability to clock off-campus unless necessary.
  - **Students must be supervised at all times.** Verify students are reporting to work.
  - 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 must 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 must** record their hours on manual timesheets in addition to using the Kronos system.
- Timesheets are available on the OFA website, with one spreadsheet for each semester.
- Each biweekly pay period has its own tab along the bottom.
- If an 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 after the semester ends, twice each year.
  - Original signature required on timesheets.
Supervisors can track the awards of their students the following ways:

- The supervisor tracking spreadsheets
- Viewing the Remaining FWS Balance in ETAS
- Collecting manual timesheets from students

Students can track their award earnings in the following ways:

- Tracking time on manual timesheets
- Logging into the Emory Time Adjustment System
- Using Emory Finance Web to view their Kronos clocking reports
- Using Emory HR Web to view gross earnings on current and past paychecks
Supervising FWS Students

Student Rights
- Info about award amount and pay rate
- A specific job description
- A work schedule and expected hours
- Adequate training to perform duties
- A safe and sanitary work environment
- Regular supervision and review of work performed
- A 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 mutually agreeable work schedule with the supervisor
- Notify the supervisor in case of absence
- Accurately document work hours
- Track FWS earnings and monitor remaining award
Supervising FWS Students

**Employer Rights**
- To have assigned tasks completed efficiently and correctly
- To have students record their time accurately and properly
- To expect students to adhere within reason 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
FWS Personnel Files

Must be created for each student and stored for 3 academic years at the department. Please include:

- 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
- Kronos reports (Time Detail and Timecard Sign-off/Approval Audit Trail)

Personnel files for Off-Campus FWS will be managed by OFA.
Employee Evaluations

- Form available on OFA website.
- Should be completed once annually for FWS students, either at the time of termination or at the end of the academic year.
- Do not send to the OFA, but store in the personnel file.
Working Remotely

- It is the responsibility of the hiring department or organization to provide adequate supervision for their FWS student employees. Students must be supervised and 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.
- **Students may not work from home.**
- Students may not travel as FWS employees.
- Under most circumstances, students should clock in and out from their shift from their on-campus place of employment.
- Students may not work from anywhere else without physically reporting in and out for the job.
- It is the supervisor’s responsibility to verify that the student is reporting to work.
Changing FWS Jobs – On-Campus

There is nothing in the HR system that prevents a student from being hired into 2 FWS jobs simultaneously, so it is extremely important that this procedure be followed when students switch FWS jobs.

- 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

Terminations

- It is the on-campus supervisor’s responsibility terminate students in a timely manner once they have exceeded their awards or stopped working.
- It is the responsibility of the off-campus affiliate organization to notify OFA in a timely manner 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 Payroll Department for more information.
- **Retroactive Salary Transfers (RST)** can only be performed by the OFA.
- **Cost Transfers (CT)** reported in the **Effort System (ERS)**, for sponsored accounts can only be processed by the EVP Vice Provost of Academic Affairs. However, documentation of the funds transfer request must be submitted to Patricia Nicol for FWS compliance. Otherwise, the charges will be removed by Journal from the FWS project.
- **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, 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** – Please notify the OFA if the department liaison is changing so we may update our mailing list and your department’s Handshake account.
- **Displacement of Regular Workers** – May not displace/replace 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.
- **Benefits & Insurance**
  - Do not accrue sick or vacation
  - Do not receive paid holidays/cannot work on holidays
  - Compensated only for 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 Emory University employees and thus are subject to all University staff policies and procedures.**
Thank you for attending! We look forward to another successful year of the FWS program.

Office of Financial Aid