NOTES
Chapter 1: The Federal Work-Study Program

What is the Federal Work-Study Program?
The Federal Work-Study (FWS) program provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education and encourages students receiving FWS assistance to participate in community service activities. Employment under FWS must be reasonably available to the extent of available funds, to all eligible students in the institution in need thereof, and equivalent employment offered or arranged by the institution must be reasonably available to all students in the institution who desire such employment. The institution must provide assurances that employment made available from FWS funds must, to the maximum extent practicable, complement and reinforce the educational program or vocational goals of each student receiving assistance under the FWS program.

Qualifications for Federal Work-Study
- Must have financial need as determined by the Free Application for Federal Student Aid (FAFSA).
- Must be enrolled at least six hours as a regular student pursuing a degree.
- Must maintain satisfactory progress as defined by the Office of Financial Aid.
- Must be a citizen or permanent resident of the United States.

Office of Financial Aid
The Emory University Office of Financial Aid (OFA) administers the FWS program and is housed in Suite 300 of the Boisfeuillet Jones Building. Please direct all student employment questions to:

**Patricia Nicol**
Financial Aid Assistant Director
patricia.nicol@emory.edu

Phone: (404) 727-6039
Fax: (404) 727-6709
http://www.studentaid.emory.edu/types/fws/index.html

Emory University
200 Dowman Drive, Suite 300
Atlanta, GA 30322
Federal Work-Study Student Employment

- **On-Campus FWS Student Employment (70% Federal Funding/30% Departmental Funding)**
  Emory FWS employment is partially funded by the federal government and is administered by the OFA. For the 2016-17 academic year, 70% of an eligible student’s wages (up to the student’s award maximum) will be paid from federal funds, while the remaining 30% of wages (up to the award maximum) will be paid by the Emory department employing the student. To be eligible for FWS, the student must apply for financial aid for that academic year. While certain jobs are designated as FWS positions, students are not guaranteed a job.

- **Off-Campus Affiliate FWS Student Employment (70% Federal Funding/30% Affiliate Funding)**
  Each year, Emory contracts with select non-profit and government organizations to offer FWS employment at off-campus locations. These affiliates may post and recruit FWS students in the same manner as Emory departments. The OFA hires these students as Emory employees for the affiliated organizations, provides Emory HR representations for the students and time keeps and approves payroll for the students. The affiliated organizations serve as the on-the-job supervisors for the students. Emory pays all student wages from an Emory Smartkey, and then in turn invoices each organization for the 30% share (plus any overages) at the end of each semester. The OFA and the affiliates work in coordination to ensure the success of the off-campus FWS employment program.

- **Multiple FWS Employment**
  Students are allowed employment in only one FWS job at a given time. However, a student employee may hold a FWS and a non-FWS (regular student employment, paid 100% by an Emory department) job simultaneously, or multiple non-FWS jobs simultaneously. There is one exception under which a student may hold two FWS jobs simultaneously – in the instance that one of the jobs is an Emory Reads tutor.

- **Emory Reads FWS Tutors (100% Federal Funding)**
  The Emory Reads tutoring program was created under the Department of Education's America Reads Challenge, whose goal is to help ensure that every American child can read well and independently by the end of the 3rd grade. The program is facilitated by Emory students each year with the cooperation of the OFA to ensure the program is in compliance with federal regulations. Through our partner organization, Hands On Atlanta, local elementary schools are identified to host Emory student tutors. Emory Reads tutors carpool to local elementary schools, where under the guidance of a Hands On Atlanta AmeriCorps team leader, they provide one-on-one literacy and math tutoring to children. Tutors are asked to commit to the program for at least one semester, as carpools return to the same school at the same time each week, establishing an ongoing bond between the tutor and child.

  Emory Reads tutors have two participation options - to participate as a paid Federal Work-Study employee or as a volunteer. Because of the limited availability of work hours and because the program is entirely funded through a federal allocation, Emory Reads paid employees are given the unique opportunity to participate in two Federal Work-Study jobs simultaneously. For more information about the Emory Reads tutoring program, please contact the OFA.

Other Types of Student Employment

Other types of student employment options exist, including non-FWS or regular biweekly student employment (Job Code 9900, funded 100% through department funds). For more information on hiring students outside the FWS program, please contact HR Data Services at 404-727-7611.
Chapter 2: Handshake Jobs Database

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 students in the College and Goizueta Business School
- Graduate students from Laney Graduate School

If you are seeking to hire students from other programs, please visit our website at http://www.career.emory.edu/recruiters/home/index.html for a list and link to their Career Services department. Full-Time positions must be posted through Emory’s Human Resources department. The Career Center will not approve Full-Time listings for our students and recent alumni.

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. 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.

Where To Start:

**ON-CAMPUS DEPARTMENT**

**FEDERAL WORK STUDY**
(Office Assistant, Research Assistant...)

If you will be posting Federal Work Study positions in addition to your on-campus part-time positions, you must contact the Office of Financial Aid. Each and every FWS job at Emory must be posted in Handshake. Through Handshake, you will be able to recruit employees and maintain and archive your department’s federal work study positions to be compliant with federal FWS regulations. The OFA has established an account for each approved on-campus department. To access your account, or request a new one, go to the OFA’s Search the Job Openings page or call their office at (404) 727-6039.

**ON-CAMPUS DEPARTMENT PART-TIME**
(Office Assistant, Research Assistant...)

To hire and process a student’s paper work, contact Human Resources.

For questions on how to use the Handshake system, please visit the Handshake Knowledge Center to view a full list of user guides and videos. If you still have a question after using the above link, contact The Career Center by email:
1. recruiting@emory.edu
2. Subject: Emory Department – Handshake Assistance
3. Message: Please insert your question and/or concern and any system messages or screen shots that can assist us in researching your issue.

All questions will be answered within twenty-four (24) business hours.

**WORKLIFE BALANCE**

**EMORY EMPLOYER-STUDENT JOB NETWORK**
(Babysitter, Tutor, Pet Sitter...)

For more questions about The Emory Employee-Student Job Network, contact the Emory WorkLife Resource Center at 404.727.8000.

For questions on how to use the Handshake system, please visit the Handshake Knowledge Center to view a full list of user guides and videos. If you still have a question after using the above link, contact The Career Center by email:
1. recruiting@emory.edu
2. Subject: Emory Department – Handshake Assistance
3. Message: Please insert your question and/or concern and any system messages or screen shots that can assist us in researching your issue.

All questions will be answered within twenty-four (24) business hours.
Diagram 1: Handshake Login Screen (https://emory.joinhandshake.com/login)
Creating Jobs

1. After logging in, you are taken to your Handshake homepage (diag. 2). On the left menu, click on “Job Templates” located under Postings.

![Diagram 2: Handshake Employer Homepage](image)

2. You will now be taken to the Job Templates homepage (diag. 3) where you can view any job that was posted at Emory.

   NOTE: 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.**
Posting a New Job

a. Click “New Job” in the top right corner (diag. 3) and begin filling out the information. Click “Next” to proceed to each section (i.e., Details, Description, Schools, and Requirements). Here are some additional details on how you should complete each field:

Basics

i. **Title:** REQUIRED* Enter a descriptive job title, such as Lab Assistant, Evening Sitter.

ii. **Tracking Code:** Leave blank for any FWS position, for non-FWS you may either leave blank or enter any defining information that is useful to your department’s tracking

iii. **Division:** REQUIRED* (see chart below)

iv. **Job Type:** (see chart below)

v. **Employment Type:** Select “Part-Time”.

![Diagram 3: Posting a New Job](image)

### Details

- **Job Functions:** Select up to 4 desired fields. Any job posting that list more than 4 job functions may be deactivated from the system.
- **Salary:** Select “Paid.”
- **Pay Rate:** (see chart below)

<table>
<thead>
<tr>
<th>Federal Work Study</th>
<th>Part-Time Departments</th>
<th>Emory-Employee Student Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus FWS employers enter “$7.50-9.00”; Off-campus employers enter “$8.00-9.00”.</td>
<td>List your hourly rate.</td>
<td>List your hourly rate.</td>
</tr>
</tbody>
</table>
- **Monthly Housing Stipend**: May leave blank.
- **Duration**: (see chart below)

**Additional Application Instructions**: May leave blank unless you would like to collect resumes outside of the Handshake system.

<table>
<thead>
<tr>
<th>Federal Work Study</th>
<th>Part-Time Departments and Emory-Employee Student Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration may not exceed academic year: 8/24/2016 – 05/06/2017.</td>
<td>Enter employment dates – may leave blank.</td>
</tr>
</tbody>
</table>

### Diagram 4: Posting job details

- **Contacts**:
  1. **Contact**: This should be pre-populated with your name as the contact. Federal Work Study positions must also contain the contact information for the direct supervisor. To add the direct supervisor, click on the blue box to Add Existing Contact and begin typing the contacts name. If you cannot see the contact you are looking for, click the “Create it here” link and add in their contact information under employer name “Emory University Part-Time Jobs”.

  2. **Display**: (see chart below)

<table>
<thead>
<tr>
<th>Part-Time – FWS and Department</th>
<th>Emory-Employee Student Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select from the drop-down menu to control what contact information you will allow students to</td>
<td>Must select Name And Email.</td>
</tr>
</tbody>
</table>

  3. **How to receive the resumes**:

   **Email Fully Qualified Application Packages**: Resumes of the candidates who match your set qualifications will be sent each time a student applies.

   **Email Not Fully Qualified Application Packages**: Resumes of the candidates who do not fully match your set qualifications will be sent each time a student applies (work authorization status, gpa, etc.). **The Career Center recommends viewing these students resumes.**
Email Expiration Summary: Resumes of the candidates will be sent in one bundle at the scheduled expiration date.

FWS CONTACTS NOTE: Only those students with a financial aid award letter from the Office of Financial Aid will be able to view and apply to the Federal Work Study postings. Handshake will not allow students who do not qualify for the Federal Work Study program to view and apply to Federal Work Study positions.

Diagram 5: Contacts to receive job applications
- **Government Position:** Leave unchecked, unless applicable.
- **Remote Workers Allowed:** Leave unchecked. Some exceptions may occur.
- **Relocation Assistance Available:** Leave unchecked.
- **Job Location:** Do not change.

Diagram 6: Employment location details

**Description**
- **Description:** Enter a detailed description of the job, the job duties, and the department.
- **Desired Skills:** May leave blank. Enter a list or description of desired skills for the position.
- **Responsibilities:** May leave blank. Enter a list of day-to-day responsibilities.
Schools

- Schools: Select “Emory University.”
- Expiration Date: The expiration date defaults to 30 days from the posting date. You can adjust this as needed.

Requirements
(Note: All qualified 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.)

FWS CONTACTS NOTE: Only those students with a financial aid award letter from the Office of Financial Aid will be able to view and apply to the Federal Work Study postings. Handshake will not allow students who do not qualify for the Federal Work Study program to view and apply to Federal Work Study positions.

Work Study: (see chart below)

<table>
<thead>
<tr>
<th>Federal Work Study</th>
<th>Part-Time Departments and Emory-Employee Student Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check the box.</td>
<td>DO NOT check this box – this is for a FEDERAL WORK STUDY position only.</td>
</tr>
</tbody>
</table>

- Required Documents: Check “Resume” and any additional documents you wish to request from each applicant.
- Document Notes: Fill out any additional instruction you wish to give the students when they’re submitting their documents.
- Located in the US: Check the box.
- Hiring OPT/CPT eligible students?: Leave un-checked.

Diagram 7: Work Study posting
- **Willing to sponsor candidate?**: Leave un-checked.
- **School Years**: Check your desired applicants’ class level.
- **Departmental GPA Required**: Leave un-checked.
- **Department GPA**: Leave blank.
- **Cumulative GPA Required**: May leave un-checked.
- **Cumulative GPA**: May enter a number. *To encourage all applicants, including first-year students, enter “0.”*
- **Major Groups**: Select preferred majors. Leave blank in order to allow all majors to apply.
  1. **Select Majors by Group**: Handshake makes it easy for employers by organizing majors into collective major groups. You can use these groups to select multiple majors at once.
  2. **Select Individual Majors**: If you use this option, make sure to select “Emory University” as the school prior to making your selections. Otherwise you will see non-Emory majors. Also keep in mind that this list will include majors and graduate programs so make sure you are familiar with the major names prior to making your selection.

b. Click “Create” to post the position.

*Diagram 8: Additional job requirements*
c. **After creating the position, click “Follow Job”** (diag. 9). This will make it easier to follow and keep track of your job postings.

d. The Job ID # is generated after clicking on “Create”, and is required for student hiring in PS HRweb.

e. Print this page and add it to the HR employee file for each student hired for this position. The Job ID, Job Title, Job Description, Pay Rate, and Duration of Employment must be provided during an audit, and they are all available on the Job Details tab.

f. The job status will be “Pending” until it is confirmed by the Student Employment coordinator, in the Office of Financial Aid, at which point it will change to “Approved”

![Diagram 9: Following a Job and the Job Details tab](image)

**Previewing/Viewing Jobs**

1. After logging in, you are taken to your Handshake homepage (diag. 10). On the left menu, click on “Job Postings” located under Postings.

![Diagram 10: Viewing Job Postings](image)
2. Click on “Followed Only” (diag. 11) and click the job you wish to view. If you failed to follow your job posting after creating it, you may need to search by keywords.

Diagram 11: Viewing Followed Jobs

Reposting a Previous Job

g. If you are re-posting a job that was previously in Handshake, search for it in this list by keyword or one of the filters. The easiest way to filter through the positions is by Division, which is where your specific office name will be listed. It should also show up under the Followed Only link.

Diagram 12: Job Templates Homepage
a. Click on the previously posted job and you will be taken to a preview of that posting. Click “Duplicate this Job” (diag. 13). This will take all the data from the previous job, copy the info under a new job posting for you to edit, and leave the previous job unchanged.

![Diagram 13: Duplicate a Job](image)

b. You will now be able to update any information in the job prior to posting. The next steps are similar to how you would post a new job in Handshake. Follow those steps below. Note: After duplicating a job, make sure you double-check the job title and remove “Copy of,” (diag. 14) delete the tracking code, and update the duration dates (diag. 15).
Diagram 14: Duplicate a Job (2)

Diagram 15: Duplicate a Job (3)
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 Federal Work-Study Job Fair

Although all FWS jobs need to be posted in the Handshake database, you may wish to enhance your department’s recruiting ability beyond online job seekers by attending the Annual Federal Work-Study Job Fair. All students awarded FWS funds are invited to attend this event. Many hundreds of students attend this job fair each year, and it is an excellent opportunity to find candidates for your positions.

The job fair will be held Tuesday, August 23, 2016, from 8:30am-2:00pm in the Winship Ballroom of the Dobbs University Center. Please RSVP to Patricia Nicol at patricia.nicol@emory.edu. Reservations will be accepted on a first-come, first-serve basis. If you fill your positions prior to the fair, please email Mary to cancel your reservation. If all tables are reserved, employers are welcome to come at 9:00am in case of any no-shows. Employers who do not arrive by 9:00am will be considered a no-show and may have their table given away. Also, employers who are unable to reserve a table may wish to come by in the afternoon as some employers choose to leave the fair mid-day. Employers will be provided with table space and chairs. The table will be bare, so you may want to bring signs for your table, table cloths, tape, or banners. Also, feel free to bring hardcopies of your job descriptions, candy, freebies or other promotional materials for the students.
Chapter 3: Awards, Wages, and Hours

**Federal Work-Study Awards**

The amount of a student’s FWS award can be affected by a number of factors, including the student’s determined amount of financial need. The typical award for all eligible students is $2500 per year, or $1250 per semester.

Please note that a student may earn 100% of his or her award. If a student has been awarded $2500 for the year, the student may earn $2500 total. The 70% and 30% portions are used behind the scenes for accounting purposes. Do not make the costly mistake of assuming the $2500 award maximum refers only to your department’s 30% portion.

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**On-campus FWS:** When hiring a student on HR Web Student Hire, your summary page will show the amount of the FWS award that the student has been awarded. This number does not take into account any previous FWS earnings for the year if the student has already worked a FWS job. To check on the award amount of a student, please call the OFA at (404) 727-6039.

FWS awards may change mid-year. It is the responsibility of the student to inform the supervisor any time changes are made to the financial aid package. The student can also provide you the most current amount of his or her FWS award, which they are able to view in OPUS.

When hiring students, please remember to discuss the following with the student:

- That you be notified if there are any changes made to the FWS award
- To inform you if they have previously worked any FWS jobs in this academic year, and if so, how much of the FWS award they have already earned.

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**Off-campus FWS:** The hiring organization will be notified of each student’s precise award amount in the official approval email from the OFA. FWS awards may change mid-year. It is the responsibility of the student to inform the supervisor any time changes are made to the financial aid package. The student can also provide you the most current amount of his or her FWS award, which they are able to view in OPUS.
FWS Student Employee Wages

On-Campus: The following pay scale charts are provided as a courtesy. The OFA does mandate that all On-Campus FWS students be paid an hourly wage between $7.50 and $9.00 per hour. Although the OFA does not regulate wages beyond these ranges, it is strongly recommended that supervisors create a job ladder for students and leave room for advancement within the position. For instance, if you hire a freshman at $9.00/hour, you are unable to offer a raise for either excelling at the job or for returning to the job in subsequent semesters or years. Ideally, returning students should receive increased pay and responsibility.

If a supervisor wishes to pay a student employee a wage outside of the acceptable FWS range, the student must be hired as a non-FWS employee without exception.

The following charts may be used as a guideline in determining FWS wages. Please take both the student’s grade level and complexity of job into account when determining wages. The decision, provided it falls within the acceptable range, is ultimately that of the supervisor.

<table>
<thead>
<tr>
<th>RECOMMENDED ON-CAMPUS FWS PAY SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Level</td>
</tr>
<tr>
<td>Wage/Hour</td>
</tr>
</tbody>
</table>

**Pay Level 1**
Job requires little or no prior work experience. Student performs simple duties. Student works under direct supervision and instruction. Does not entail supervision of others. Student works during normal business hours.

**Pay Level 2**
Student with some prior work experience or demonstrated skill preferred but not required. Student performs mostly routine duties from detailed instruction. Has some contact with the public; required to provide correct information. Student is required to work independently when necessary. Student works during normal business hours. Does not entail supervision of others.

**Pay Level 3**
Prior work experience or demonstrated skill required. Specific major is required to understand job and perform required duties. Student performs non-routine job duties; duties maybe technical in nature. Must demonstrate good judgment and independent decision making. Student required to work in stressful area, entails a lot of public contact. May require supervisory training. Job duties may be during non-traditional business hours.

**Pay Level 4**
Extensive skills or specific major required. Technical skills required. May deal with confidential material. The consequences of errors are great and could be detrimental to project, program or department. Students work non-traditional hours and/or maybe "on-call." Supervision and training of other student employees required.
**Off-Campus:** The OFA does mandate that all off-campus undergraduate FWS students be paid an hourly wage between $8.00 and $9.00 per hour. The OFA determines the rate of pay for off-campus students based on the year of enrollment.

If an organization wishes to pay a student employee a wage outside of the acceptable FWS scale, the student must be hired by the organization as a regular employee without exception.

<table>
<thead>
<tr>
<th>Pay Level</th>
<th>Freshman/Sophomore</th>
<th>Junior/Senior +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage/Hour</td>
<td>$8.00</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

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**Days and Hours FWS Students May Work**

FWS students may begin working as early as the first day of classes. Please refer to the Classes Begin dates on the Registrar’s academic calendar (diag. 9). If a student has been awarded FWS for the spring semester only, the student may begin working on the first day of class for the spring semester.

**NOTE:** Although students may begin working as early as the first day of class, students may not begin working under any circumstance until the hiring manager has input the student’s hiring info into HR Web Student Hire AND has received a hiring approval email from HR Data Services. The OFA will not pay for any work performed prior to the approval process.

FWS students, assuming they have award money remaining, may work through May 06, 2017. If a student has been awarded FWS for the fall semester only, the student may work until the last day of class of the fall semester. Please refer to the Classes End date on the Registrar’s academic calendar (diag. 9).

The OFA reserves the right to modify the program start and end dates as needed. In the event of a change to these published start and end dates, supervisors will be notified as soon as possible.

FWS students who have an award for both the fall and spring may work between the fall and spring semesters (during winter break) if they have the available funding. Any time worked between semesters is considered fall semester earnings. The spring semester officially begins during the January 1 – 14 pay period. Students with no fall semester FWS may not work during the winter break.

During periods of enrollment, FWS students are permitted to work a maximum of 20 hours per week among all Emory jobs. Periods of enrollment encompass all times when classes are in session. During periods of non-enrollment (winter and spring break), students may work a maximum of 40 hours per week among all Emory jobs. Under no circumstances may a student work more than 40 hours per week.

**NOTE:** The 20 and 40 hour maximums include all jobs. Please ask your students with multiple Emory jobs to monitor their hours worked so as not to exceed these amounts.
Although they may work during break periods, **FWS students may NEVER work on a University holiday**, and thus never earn holiday premium pay. Also, FWS student may **NEVER** work during any University closures.

The University holidays for the 2016-17 academic year are:

- Monday, September 5, 2016 (Labor Day)
- Thursday, November 24, 2016 and Friday, November 25, 2016 (Thanksgiving)
- Friday, December 23, 2016 and Monday, December 26, 2016 (Christmas)
- Friday, December 30, 2016 and Monday, January 2, 2017 (New Year)
- Monday, January 16, 2017 (Martin Luther King Jr. Day)

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**Diagram 16: The Emory Registrar’s calendar for the 2016-17 academic year.**
Pacing FWS Student Earnings

Although students may work up to 20 hours per week during periods of enrollment and 40 hours per week during periods of non-enrollment, working the maximum hours may cause a student to exhaust the entire FWS award for the year very rapidly.

Please keep in mind that FWS funds are awarded on a semester basis. Although a student may be awarded $2500 for the year, it may be divided as $1250 per semester, or in other instances awarded for only one semester. Please do not disregard this information. If a student has been awarded $1250 per semester ($2500 total) and earns more than $1250 in fall, the student will dip into the spring award. Likewise, if the student earns less than $1250 in the fall, the extra may be rolled over to spring.

Please be aware of the following risk: If a supervisor allows a student to work to the point that he or she begins to dip into the spring portion of the award, and for some reason the student’s spring award is cancelled, the department will be held responsible for all earnings above and beyond the fall award maximum. Even if a student’s spring award is not cancelled, the student will have a limited availability to work in the spring.

Conversely, if a student does not earn his or her entire award in the fall with the intention for the remainder to roll over to spring, there is no guarantee that the funds will be available the following semester. If a student’s spring award is cancelled, the student has no eligibility to work that semester, even if there are funds remaining from the fall.

Once a student exhausts his or her award for the year, whether this occurs in the fall or spring, the student must be immediately terminated from the FWS program. The department is responsible for 100% of earnings above and beyond the FWS yearly award maximum. The supervisor has the option to rehire the student as a regular student employee (100% departmentally funded), or to cease employing the student all together.

Supervisors view remaining Federal Work-Study earnings in Emory Timecard Adjustment System (ETAS)

Supervisors can view the remaining award balance of their Federal Work-Study (FWS) employees by logging into ETAS, https://apps.hr.emory.edu/timecard/. By clicking on Timecards, a summary of all employees will provide details of the current payroll period, which now includes the remaining balance of all FWS employee. The remaining balance is the difference between the 100% offered FWS award amount and the payroll earnings (distributed at the time of the most recently closed payroll date).

A student may earn 100% of the offered award. FWS earnings are paid 30% by the hiring department and 70% by the FWS financial aid funding. The remaining balance is the 100% amount, which may differ from your records, if you are only tracking the 30% departmental expense.

By clicking View/Edit on an individual time card, you will see the offered FWS award total, and an “as of date” of the payroll date used to determine the Work-Study Balance.

Because of the availability of the FWS balance in ETAS, the “Federal Work-Study Earnings Report” notification emails have been discontinued. Questions about the FWS award offer or remaining balance should be directed to the Student Employee staff within the Office of Financial Aid.
Diagram 17: Work-study balance in ETAS

It is ultimately the responsibility of both the student and the supervisor to track the FWS award. The OFA has provided prepared Microsoft Excel spreadsheets to assist supervisors in tracking student earnings. The Award Tracking spreadsheets are available at the following website:

http://www.studentaid.emory.edu/types/fws/forms.html

An award tracker has also been provided for student use, which is discussed in more depth in the section on Kronos Timekeeping (please see Chapter 6). Please remind students that their FWS award is tracked based on gross earnings, before any deductions are taken from the paycheck.

Presumably, the ideal situation would be to have a student work a standard number of hours per week and be able to stretch the FWS award out to last the entire length of employment. Please see the Recommended Hours Per Week formula (diag. 10) for assistance in calculating and determining this number. However, work schedules vary and must be determined between the student employee and the supervisor within the aforementioned guidelines.
**Recommended Hours Per Week Formula**

This formula is intended to help supervisors and students in determining an appropriate work schedule. The formula determines the average number of hours a student should work per week during a given semester, provided the student intends to work through the end of the semester and intends to stretch the FWS earnings evenly throughout.

**Our Example:**
A student is awarded $2500/year or $1250/semester, is hired at the beginning of the fall semester (thus has not earned any of the award yet), intends to only work for the rest of the regular fall semester (will not be staying and working over Christmas Break), and earns $8.00/hour.

<table>
<thead>
<tr>
<th>Enter the amount of the student’s FWS award remaining for the semester</th>
<th>Our Example</th>
<th>Your Student Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1250 fall award</td>
<td>$1250 fall award</td>
<td></td>
</tr>
<tr>
<td>and divide by</td>
<td>÷</td>
<td>÷</td>
</tr>
<tr>
<td>the student’s pay rate per hour</td>
<td>$8.00 per hour</td>
<td>$8.00 per hour</td>
</tr>
<tr>
<td>which equals</td>
<td>=</td>
<td>=</td>
</tr>
<tr>
<td>the total number of hours the student can work this semester.</td>
<td>156.25 total hours</td>
<td>156.25 total hours</td>
</tr>
<tr>
<td>Take the above number and divide by</td>
<td>÷</td>
<td>÷</td>
</tr>
<tr>
<td>the number of weeks remaining in the semester</td>
<td>16 weeks</td>
<td>16 weeks</td>
</tr>
<tr>
<td>which equals</td>
<td>=</td>
<td>=</td>
</tr>
<tr>
<td>the average number of hours the student should work per week</td>
<td>9.8 hours per week</td>
<td>9.8 hours per week</td>
</tr>
</tbody>
</table>

Therefore, the student should work an average of about 9.8 hours per week if he or she wishes to stretch the $1250 award out for the remaining 16 weeks of fall. Of course, it rarely works out so perfectly – the student may not work as much during the week of exams, or there may be a week when the supervisor needs more hours of assistance, etc. – so please remember that this is only a guideline.

*Diagram 18: The Recommended Hours Per Week formula used to plan student work schedules.*
Chapter 4: Hiring On-Campus Federal Work-Study Students

The On-Campus Hiring Process

The hiring process for all student employees, including FWS employees, is handled by HR Data Services. All questions regarding student hiring should be directed to Data Services, (404) 727-7611. The student hiring process is a two-part process. It is a three part process when hiring a minor.

1) The HR Web Process
   This portion of the hiring procedure includes the entering of a student’s hiring information into the HR Student Hire System in HR Web. Users who need access to or training on the system should contact Data Services for further information. HR Web is accessible at the following address: http://leo.cc.emory.edu.

2) The Student Onboarding/Orientation Process
   HR Data Services has extended the orientation process used for new staff to the student hiring process. Students complete all hiring paperwork online, including the I-9 Employment Eligibility Form, the W-4 Federal Tax Withholding form, the G-4 Georgia Tax Withholding form, and the Emory Payroll Department Direct Deposit form. Supervisors complete the employer section of the I-9 at the onboarding site as well. For further information on student onboarding, including training opportunities, please contact HR Data Services.

HR Web Student Hire

Please note these reminders regarding FWS students:

1) All FWS students must be hired with job code 9998.
2) Job code 9998 requires the hiring manager to enter a 7-digit Job Tracking number which corresponds to the student’s 6-digit Handshake job ID number. Please double check that you have updated the description with correct dates, pay rates, etc.
   a. When entering a Job ID number into HRweb, you MUST enter a zero in front of the Handshake job number to make it 7-digits
3) The Job Start Date may never proceed the first day of classes for the student’s school, and the Job End Date may never fall after the last day of spring semester classes.
4) You may wish to set up an automatic lunch deduction for your FWS student. Please refer to the Kronos Timekeeping chapter for more information.
5) Standard Hours and Compensation Rate must fall within FWS guidelines.
6) Do not select Off-Site Clock-In Allowed unless necessary for the student. It is much more difficult to monitor student clocking if students are permitted to do so from any phone.
7) Do not select Shift Eligibility. Students are not eligible for shift differential, and any incurred charges will be charged back to the department.
8) When hiring FWS students, you only need to enter information for the 30% distribution for which the department or organization is responsible. Do not enter the 70% distribution which is covered by federal aid – it will be set up for you automatically.
9) When the SmartKey assigned to the departmental distribution is short of funds to pay the earnings, then HR Web will change the distribution to pay 100% from the default departmental SmartKey. This occasionally occurs when a grant or limited fund is assigned to fund student
earnings. Sometimes it occurs when a previous year Smartkey is entered to pay FWS, but is discontinued at the start of the fiscal year. **To return the FWS to a 30% departmental charge you must update the assigned Smartkey in HR Web.**

10) If you must terminate a FWS student due to lack of funds, you may wish to hire the student as a **non-FWS employee** in order to continue working. To rehire the student as a biweekly, non-FWS employee in HR Web, use job code 9900 and 100% departmental funding.

11) **Under no circumstances may you allow a FWS student to begin working prior to receiving an approval email from HR Data Services.** If the person hiring the student and the person supervising the student are not the same person, the hiring manager should notify the supervisor once an approval email has been received. The supervisor may then notify the student that he or she is permitted to begin working.

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**Chapter 5: Hiring Off-Campus Federal Work-Study Students**

**Off-Campus Hiring**

All Federal Work-Study students, although working at affiliate organizations, are hired by Emory and are considered Emory employees. All students must complete the Emory off-campus employment process prior to beginning work at the organization.

**The Job Posting**

As explained previously, all jobs must be posted in Emory’s online job database, Handshake. The position must be approved by the OFA (you must see a green checkmark in the approval box) prior to a student being hired. Please do not send students to the OFA’s hiring sessions without an approved job description.

**The Interview**

Off-campus organizations must recruit, interview, and select their own FWS students. **Once a student has been selected for a position, please provide the student with the 2016-17 Student Selected For Hire Form, completed entirely by the organizational supervisor.** Please complete the form entirely, including all health and safety questions. Please list only one supervisor’s name, title, email, and phone number. This supervisor will be the main point of contact, but is welcome to disseminate information to other supervisors if appropriate.

The top of the Student Selected for Hire form has a space to write in the student’s hiring appointment. Please refer to the included schedule for the list of Fall 2016 and Spring 2017 hiring sessions. There is no need for students to RSVP for the sessions as they are open group hiring sessions. Some sessions take place prior to the start of school, so students attending these sessions will not be permitted to begin working until the first day of classes for the school of enrollment. There will be no hiring of FWS students following the completion of the final hiring session for the semester.

**Students will be turned away from the hiring session**

1) if they do not have a FWS award,
2) if they do not have a 2016-17 Student Selected For Hire Form or have an incomplete form,
3) if they do not have proper forms of ID,
4) if they have not complete the online student orientation (Onboarding), or
5) if they are late for the hiring session.

In these cases, students may speak to the Financial Aid receptionist regarding possible future hiring sessions, or ask to speak with the Financial Aid advisors regarding FWS awards if appropriate.

The Hiring Approval Email

Once the OFA receives notification from Emory HR, we will contact the supervisor, organization liaison, and student. **Under no circumstances may you allow a FWS student to begin working prior to the official start date sent in the approval email.** The text of the approval email is as follows:

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 **$1250** for the fall semester and **$1250** 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 for 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 29, 2013 (Last day of Spring classes)

If you have further questions or concerns, please contact our office.
Chapter 6: Terminating Federal Work-Study Students

The Termination Process for On-Campus Federal Work-Study Students

The termination process for all student employees, including FWS employees, may be processed by the hiring supervisor. Students with full year FWS only need to be terminated on the last day of spring semester classes; if the student will be continuing employment during spring semester, there is no reason to terminate mid-year. All questions regarding student hiring should be directed to HR Data Services. Terminations for current and prior dates must be processed via the terminations feature found at Emory HRWeb > Special Update.

Students will be terminated effective the end date entered during the HR Hire process, and this is automatic. To change a student’s termination date, a supervisor must update the term date using the instructions on the Managers section of the HR website at: http://hr.emory.edu/eu/managers/termination/process.html.

Updating Future Termination Dates

To update the Future Termination Date for your student employees, please log into Emory HRWeb and complete the following.

*Important Note:* In order to process a successful change in future termination date, you MUST use a date that is in the future. Please contact your designated Data Services representative with any additional questions or concerns.

- Log onto Emory HRWeb > General Update > Future Terms
• Enter your student’s ID number and click Search.

• Once you have located your student, enter the new future termination date on all applicable rows and click Save. Please note that you will need to use the arrow button (circled below) to navigate through your student’s rows of data.
Once your changes have been saved, you will automatically be routed to your student’s job summary to confirm changes. If you have made an error, please go through the process once more to make additional updates.

Transitioning an FWS Student Employee to a Non-FWS Student Employee

To continue to employ your FWS student employee at 100% departmental funding, please follow the tips below to ensure a smooth transition.

As the program nears its closing, please be sure to look out for emails from Student Employment announcing the final day that your students will be allowed to work. At this time, please be sure to check the amount of any FWS funds your student may have, and calculate the number hours that they will be allowed to work. — Once this year’s program comes to a close, your student will not have access to their allocated funds.

Data Services will automatically terminate all FWS positions effective the last day work-study earnings are permitted. Students should not clock in using the FWS Kronos number after being terminated – it will result in payroll rejections. Please note that your department may be charged 100% for any time worked by a student with a FWS job code effective the day after classes end.

If you plan to continue your student’s employment in a non-FWS role, please enter the information for their new assignment via HRWeb Student Hire for processing. Students graduating at the end of this semester may not be employed in student employment positions once they are no longer enrolled, and would need to be hired as regular temporary employees. Once you receive your student’s approval notice, be sure to check KRONOS and/or job summaries to ensure that your student’s hours are charged to the correct job record.
Chapter 7: Kronos Timekeeping

The On-Campus Timekeeping Procedure
Kronos Workforce Central v. 5.2 is the current timekeeping system used by the University. It is a web-based application (diag. 19) which is available at the following address: http://kprod.cc.emory.edu. Timekeepers must attend a training session before gaining access to this site. The Kronos system is an integral part of the payroll process. **Kronos is administered by the University Payroll Department, so all questions regarding Kronos should be directed to 404-727-6100.**

The timekeeper plays a vital role in the success of the Kronos system. It is essential that timekeepers maintain regular communication with supervisors, students, and hiring managers. For biweekly-paid employees, such as FWS student employees, the timekeeper must approve online timecards in order for the employees to be paid.

The Kronos system is a phone-based clocking system. Employees must call a certain phone number at the beginning and end of each shift to clock in and out. The timekeeper may then monitor these clocking transactions through the Kronos website.

![Diagram 19: The Kronos Workforce Central login screen. Login accessible only by timekeepers.](image)

The Off-Campus Timekeeping Procedure
The OFA serves as the timekeeper for all off-campus FWS students. During the hiring session, all Kronos policies and procedures are explained to the students.

The Kronos system is a phone-based clocking system. Employees must call a certain phone number at the beginning and end of each shift to clock in and out. The timekeeper may then monitor these clocking transactions through the Kronos website.
After a student has appeared in the Kronos system, the timekeeper (OFA) will send a Kronos email to the student, supervisor, and organization liaison. This email includes authorization to begin using the Kronos system, the student’s 9-digit Kronos number, and instructions on how to submit any hours already worked. The text of the Kronos email is as follows:

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 081220). 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.

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How Kronos Works

FWS employees, as Emory biweekly employees, must clock all hours into the Kronos system and be paid an hourly wage in accordance with the pay rate set in an employee’s HR job record. Before using the system, the employee must have received authorization from the timekeeper to begin using the system, as well as a 9-digit Kronos ID number and instructions for use. The 9-digit Kronos ID number is comprised of the employee’s 7-digit Emory EmplID number plus a 2-digit record number. An employee will have more than one Kronos ID number if working more than one job, and the last 2 digits will distinguish the IDs.

Timekeepers must provide employees with a Kronos instruction card. The card will include the student’s 9-digit Kronos ID number for this specific job, the name and phone number of the student’s timekeeper for this job, and instructions on how to use the system. The student may not begin using the Kronos system until authorized by the timekeeper, and then must be sure to use the proper ID.

For FWS student employees, the system is used as follows:

1) **The on-campus employee calls 2-6666 from an on-campus phone line. The off-campus employee calls 404-712-9350 from a phone line (land line) at the organization.** The student should call from a phone line designated by the supervisor. Clocking calls are traceable by the timekeeper.

2) The Kronos system will ask the student to **enter the 9-digit Kronos ID** on the phone keypad.

3) Then the **system will ask for a clock code**.
   - Enter 1 to clock in for a shift
   - Enter 3 to leave for lunch (if applicable)
   - Enter 4 to return from lunch (if applicable)
   - Enter 9 to clock out from a shift

4) The student will hear a confirmation and **thank you message** if it was properly recorded.
The Kronos system rounds employees’ time up or down to the nearest 15-minute increment. For example, 8:07am will round to 8:00am, while 8:08am will round to 8:16am.

- :01 to :07 minutes round down to :00, and :08 to :15 minutes round up to :16
- :16 to :22 minutes round down to :16, and :23 to :29 minutes round up to :30
- :31 to :37 minutes round down to :30, and :38 to :44 minutes round up to :45
- :46 to :52 minutes round down to :45, and :53 to :59 minutes round up to :00 (in the next hour)

Students may or may not be required to use Kronos to record a lunch break. During the hiring process, the hiring manager has the option to enter a Pay Configuration which will automatically deduct a lunch break if desired (no Kronos clocking transactions required). To alter a Pay Configuration, contact the Payroll Department. The timekeeper, hiring manager, supervisor, and student should all be aware if a Pay Configuration has been set up for the student, and if so which type. The following pay configurations will deduct a lunch of the specified length only after working 6.5 consecutive hours.

<table>
<thead>
<tr>
<th>Pay Configuration</th>
<th>Length of Lunch Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>0101</td>
<td>One Hour Lunch</td>
</tr>
<tr>
<td>0102</td>
<td>Half Hour Lunch</td>
</tr>
<tr>
<td>0103</td>
<td>45 Minute Lunch</td>
</tr>
<tr>
<td>0104</td>
<td>No Lunch</td>
</tr>
</tbody>
</table>

Regardless if an automatic deduction has been set up, a student should be permitted to take a lunch break if working a full day. If not set up for the automatic deduction, the student will have to call Kronos and use clock code 3 to go to lunch and code 4 to return from lunch.

Important Notes about Kronos

- Please keep Kronos IDs confidential. Under no circumstances may one employee clock for another.
- If an on-campus FWS student must clock from an off-campus telephone number, please refer to the timekeeper for off-campus access. Permission must be requested for a student to clock from off campus, which can be done either during the HR Web Hiring Process or done later by contacting Payroll.
- If a student clocks into Kronos but forgets to clock out, clock in, or both, then s/he must use the Emory Timecard Adjustment System (ETAS) to amend the times. Timekeepers will be notified by email of all timecard adjustments submitted in ETAS. This system does not replace the phone system, and students must use the phones to record work time. ETAS is available at, https://apps2.hr.emory.edu/timecard.
- Missed clocks by the student should only be an exception. Students must be properly trained and use the Kronos system. Excessive missed clocks will be considered insufficient FWS supervision, so departments will not be eligible for FWS funding, and be charged 100% of the earnings.
- Because the student’s timekeeper and supervisor are not necessarily the same person, it is advised that students report Kronos errors or changes to timekeepers via email, copying the supervisor, to guarantee all parties are kept informed.
- If the timekeeper and supervisor are not the same person, it is important that they communicate closely to ensure the accuracy of Kronos timecards. Supervisors should review employees’ timecards before the timekeeper approves them for payroll. By approving a timecard, a department is vouching for the accuracy of this information so it is crucial to monitor closely. Ultimately, some sort of system must be worked out between the timekeeper and supervisor to verify information.
• Timekeepers are able to run a variety of reports which supervisors may find useful. The Punch Origin report allows you to see what phone line or internet address was used to record each clocking transaction. The Time Detail report is a complete list of all clocking transactions for one or more employees during a specified range of dates. Please contact your departmental timekeeper for more information about Kronos reports.

• FWS students may only be paid REG (regular) hourly pay, or if necessary RET (retroactive) hourly pay. Any other types of pay codes (including holiday, overtime, special, bonus, shift differential pay) appearing in a FWS student’s labor report will be charged back to the departmental account in full. To avoid this scenario, we suggest that timekeepers run the Hours by Labor Account and Employee Hours by Labor Account reports prior to approving payroll. These reports should reflect that all hours clocked by FWS students are REG hours. If any other pay codes appear, the timekeeper will need to correct the timecard prior to approval to avoid being charged.

• Timekeepers must approve all timecards within their departments on a biweekly basis. Any corrections must be entered into Kronos before the timekeepers approve employee timecards on the payroll deadline day (typically the Monday before pay day). The absolute deadline to approve timecards is normally 2:00pm on a payroll deadline day, but sometimes is moved up to a morning deadline during holiday weeks. Please see the FWS Payroll Schedule (diag. 20), which corresponds to the University’s biweekly payroll process. Any questions regarding the payroll process or Kronos timekeeping should be directed to the Payroll Department.

• Abuse of the Kronos system, such as attempting to falsely report hours worked, is a serious offense. The best way to avoid these complications is to remove any temptation from your workers. Do not give student employees authority to clock from an off-campus phone line unless absolutely necessary. Verify that students are actually reporting to work, and do not allow them to work unsupervised. Run the Kronos Punch Origin report to ensure clocking calls are coming from within your department. Supervisors should review their student employees’ timecards for accuracy before allowing the timekeeper to approve them.

• Instruct students to discontinue use of the Kronos ID immediately at the time of termination. Kronos IDs remain active until the end of a pay period. If a student is terminated from FWS in HR web, and s/he continues to use the Kronos ID for the FWS position in error, then the student will not be paid for those hours because the employment status is inactive.
Diagram 20: The 2016-17 Payroll Schedule for the Federal Work-Study Program.

Student Award Tracking

Timesheets are a requirement for FWS. You must maintain adequate timesheets or records of hours worked for FWS students. These timesheets must show, separately for each day worked, the hours a student worked, and the total hours worked during the pay period. These amounts and hours recorded must match the hours for which the student is paid. FWS timesheets must be certified by the student’s supervisor. Students working for your school must have their timesheet certified by either their supervisor or an official at the school.

- **On-campus** timesheet certification is satisfied by the process of the timekeeper certifying biweekly payroll. Individual student printouts of the Kronos time record must be provided to the Office of Financial Aid upon request.

- **Off-Campus** timesheets must be kept manually. Students working in off-campus jobs must have their timesheets certified by an official at the off-campus site. Off-campus employers may fax timesheets to the school, but they must also provide original copies. Original copies should be mailed or hand delivered to the school at the first opportunity. The original copies of off-campus timesheets must be maintained by the school for audit purposes.

It is strongly advised that all students track their hours on manual timesheets in addition to entering hours in the Kronos system. If a student forgets to use the Kronos system these sheets provide an easy reference for corrections. They also have proved invaluable when accounting issues arise. For example, one error which has occurred is that a student with more than one job confuses the Kronos IDs, and enters hours for more than one job into a single Kronos ID, or randomly enters hours using both IDs without regard to which job the student is working. The only way to determine which hours should be billed to which department is to reference manual timesheets. Also, manual timesheets must be kept if
a student is allowed to begin working prior to using the Kronos system, so the timekeeper can plug those clocking transactions in once the student has appeared in the Kronos system.

Employers may create and use their own timesheets. However, the OFA has provided prepared manual timesheets for every pay period for the academic year. The first page of this manual timesheet packet allows students to plug their gross pay into a table, which may be subtracted from the total award each pay period to provide an up-to-date award amount. Students and supervisors may download the 2016-17 Manual Timesheet Packet at the following website:

http://www.studentaid.emory.edu/types/fws/forms.html

Another option for students inquiring about their hours is to direct them to the Emory Finance Web site, accessible at https://krprod.cc.emory.edu/wfc/applications/wpk/html/kronos-logonbody.jsp (diag. 21). Students must click the Sign In button in the left column and enter their Emory network ID and password. The next screen will allow the student to enter the 9-digit Kronos ID and a range of dates, and then will provide a complete clocking report.

One final means for students to track their award amounts is to simply login to HR Web at http://leo.cc.emory.edu, enter Employee Self Service, and view their paychecks. Be aware that FWS awards are calculated using the student’s gross pay, not the net (take-home) amount.

If the student and supervisor encounter discrepancies in tracking, please utilize the above resources to try and resolve any problems. The OFA is happy to help investigate unresolved issues or situations where tracking has failed. **Remember, it is the responsibility of both the SUPERVISOR and the STUDENT to track earnings and awards.**

*Diagram 21: The Emory Finance Web page’s Time and Attendance section.*
Student Employee Rights and Responsibilities

Each FWS Student Employee has the right to the following:

- Information about the award amount and pay rate.
- A specific job description including the supervisor’s expectations and standards.
- A clearly defined work schedule and the average number of hours of work to expect per week.
- Adequate training to perform assigned tasks.
- A safe and sanitary working environment.
- Regular supervision and review of work performed.
- A clear explanation of how to use the Kronos system and the procedure for being paid.
- Instructions on how to report an unexpected absence from a scheduled work shift.

Each FWS Student Employee is responsible for the following:

- Understand the specific job responsibilities including the supervisor’s expectations.
- Perform assigned tasks in an efficient and timely manner.
- Arrange a mutually agreeable work schedule with the supervisor, and work the assigned hours regularly.
- Notify the supervisor immediately if a scheduled work period must be missed.
- Accurately document work hours.
- Track FWS earnings and monitor remaining award.

Employer Rights and Responsibilities

Each FWS Employer has the right to the following:

- To have assigned tasks completed efficiently and correctly by the student employee.
- To have student employees record their time properly.
- To expect student workers to adhere within reason to a regular work schedule.
- To be notified immediately if a student must miss a scheduled work shift.

Each FWS Employer had responsibility for the following:

- To provide adequate orientation and on-the-job training to student employees.
- To clarify the required hours of work and expected duration of job to students.
- To communicate the beginning pay rate and eligibility for future increases to students.
- To set expectations for the quality and quantity of work.
- To explain all office and department policies which are applicable to students.
- To ensure students are hired and terminated through the proper HR procedure.
- To ensure no students work prior to receiving HR approval, or continue working after termination.
- To discuss any performance issues with student employees and complete an evaluation each year.
- To ensure, in coordination with the timekeeper, that proper payroll and clocking processes are followed.
- To monitor the FWS awards of student employees, and to terminate students once awards are exceeded.
- To maintain open communication with HR reps, timekeepers, and students.
- To correctly maintain FWS personnel files on every FWS student worker.
FWS Personnel Files
A file folder should be created for every FWS employee and housed within your department for at least three academic years. It is mandatory these files be kept in order to remain compliant with regulations.

- **Label** – Include the student’s name, EmplID, and academic year.
- **HR Data Services Information** – Include the HR Web hiring Summary page and the HR Approval Email.
- **SEO Information** – Include the current and correct NACElink job listing (must match the Job Tracking number on the HR Web Summary page), and the annual Employee Evaluation.
- **Miscellaneous Information** – Could include printouts of changes to the employee record which have been submitted to HR, email communication between the supervisor and student, resumes, etc.
- **Kronos Reports and Manual Timesheets** – Time Detail Report and Timecard Sign-off/Approval Audit Trail

Employee Evaluations
The work experience that a student gains through part-time employment is a valuable asset in skill development and career planning. It is important for each department to maintain a record of those experiences for reference purposes. An evaluation must be completed either at the time of termination or at the end of the academic year, whichever is first. The employer should share the evaluation with the student. Please do not send evaluations to OFA; put them in the student’s personnel file. The Employee Evaluation form for FWS students is available at the following website:

   http://www.studentaid.emory.edu/types/fws/forms.html

Student Employee of the Year
Student Employee of the Year (SEOTY) is a national competition, sponsored by the National Student Employment Association, which begins at the campus level. Supervisors are invited to nominate outstanding student employees. A student is selected from the pool of nominees to receive the honor of being Emory University’s Student Employee of the Year.

The campus winner will be chosen by the selection committee during February. The Student Employment Advisory Board will submit the campus winner’s name to compete at the regional level in March. The Emory University Student Employee of the year will be announced in the Emory Wheel during National Student Employee week, will be featured on the Office of Financial Aid website, and present an award during the annual Leadership, Service, and Diversity Awards ceremony. The winner will also be awarded a $1,000 scholarship funded by the OFA. The nominating department of the winner has the option to match or increase the base scholarship, to further honor the contribution and achievement of the student, through a 1-time funds transfer which can be arranged at the time of selection.

Instructions for nominating students – including deadlines and applications- bios of past winners, and National Student Employee Week recognition ideas are available at the following website:

   http://www.studentaid.emory.edu/types/fws/employee-of-the-year.html

Working Remotely

It is the responsibility of the hiring department/organization and supervisor to provide adequate supervision for their FWS students. Work-study is a mentoring program, designed to give students a chance to hone their career skills in a real-world work environment through direct interaction with working professionals. Work-study is also community-service oriented. It is not study time or independent research time. Supervisors looking for an employee who may work from home or who
regularly does independent research outside of the office should consider hiring a non-FWS intern. FWS students may not work from home. Students are not permitted to travel as FWS student employees.

Only students working at off-campus locations should be given access to the off-campus Kronos clocking number. Students who are unable to call into Kronos from an on-campus number due to a special circumstance should report the missed clocking transaction to the timekeeper. **On-campus students should be clocking in and out from their on-campus place of employment.** Students may be sent on errands, but should be checking into and out of the place of work at the beginning and end of a shift. This allows supervisors to verify that students are actually working. Students should never clock in or out from a dormitory phone. Kronos clocking calls from home phones, cell phones, dorm phones, or any phone not within the department are red flags of possible abuse of the timekeeping system.

Supervisors, it is your responsibility to communicate these policies to your student employees. It also is your responsibility to verify that FWS students are reporting to work, as you would for any Emory employee you supervise. Any issues related to clocking should be caught by either the timekeeper or supervisor before an employee's timecard is approved. By approving a timecard, the department is verifying the accuracy of the hours being reported.

**Retroactive Payments**

Retroactive payments for eligible work-study earnings must be made by submitting an online pay request through HR Web. The 30%/70% pay distribution split must be manually calculated, and entered as two separate lines. Students will be sent email notification of submitted pay requests that have hours associated with them. For more information on how to process pay requests, please contact the Payroll Department at 404-727-6100.

```
From:       Do_Not_Reply@emory.edu
To:         
Cc:          
Subject:    Pay Request Number 314547 has been completed by Payroll for payment

The Payroll Office has completed pay request number 314547 submitted on behalf of Camp, Donna, which was submitted 05/21/2014 16:48:11.

Em Cd  Begin Date  End Date  Hours

IN  04/01/2014  04/01/2014  8

Diagram 22: pay request notification
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Bonus Pay should be paid 100% by the supervising department. To pay a FWS student bonus pay, the department must create a pay request, list only the department Smartkey – never submit bonus pay to the FWS Smartkey – and the pay request earn code should be SPC.

**Retroactive Salary Transfers (RST)**

Retroactive Salary Transfers involving the FWS smartkey may only be processed by the Office of Financial Aid. In a case of earnings ineligible for FWS funding, OFA will create an RST in PS Financials, and notify the designated department account approver for review and approval. Departmental RST request submitted in PS Financials, charging the FWS Smartkey, will not be approved until reviewed by the OFA Assistant Director of FWS. When departments identify cases where their Smartkey is overcharged should submit an RST request to OFA for approval. Submissions could include, a paper RST
request (no signatures required), or mark-up a Labor Data Report or Clocking Transaction Report with the times in question. When a department terminates a student after he or she exceeds the award maximum, OFA will handle the accounting to charge any overearnings back to the department at 100%.

Cost Transfers (CT)
Cost Transfers 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
Funds may not be used for any type of pay other than REG regular (or in some cases RET retroactive) hourly wages at the hourly pay rate recorded in an employee’s HR job record. FWS funds may not be used to process special payments to students, including bonuses, commissions, or other incentive payments. FWS funds cannot be used to pay shift differentials, contract payments, holiday premium, overtime premium, fringe charges or any other type of irregular pay. FWS is usually exempt from FICA tax, but fringe charges happen when the employee becomes subject to FICA tax. This occurs when the student enrollment is below full time, or when the student is a non-student, regular employee of Emory. All FWS students must be paid an hourly wage. The affiliate organization will be billed, and on-campus departments RST’ed for any overages, anytime fringe charges occur, or when any pay classification other than REG or RET results on the labor report.

Volunteered Hours Prohibited
The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.

Increased Awards
In some instances, once a student has earned the maximum of his or her FWS award, the student may be eligible for an increase to the award. If the student is deemed eligible, the OFA will increase the award and notify the student and department. Increases are entirely dependent on the FWS budget.

Decreased Awards
Please note that financial aid packages are subject to change. FWS awards in some instances are decreased or entirely cancelled mid-year. In the event that a student’s award is decreased or cancelled, the department will be responsible for 100% of earnings outside the modified award.

Changing FWS Jobs
Students are permitted to change FWS jobs mid-year, provided they follow a specific protocol.

1. Ideally, the student should give notice to the original department two weeks prior to departure.
2. The original employer should begin the termination and advise the student once it has been initiated.
3. Once the termination has been posted in the HR Web system, the original department should notify the student and the new department may now begin the hiring process.
4. The student may begin working in the new department once the hiring process has been completed, and an approval email has been sent to the new department by HR.
5. The new department must ensure the student begins using the appropriate Kronos code for the new job.
The HR system is not set up to prevent managers from hiring a student into a second FWS job. When a student intends to change FWS jobs mid-year, it is essential that a proper termination and rehire process are completed. If you have any doubt as to whether a student has been terminated from a previous FWS position, please contact the OFA before hiring the student.

**Terminations**

As previously mentioned (see Chapter 6), there are no safeguards in the HR system which will prevent a student from being hired into two FWS positions simultaneously. **It is the department supervisor’s responsibility to ensure students are terminated in a timely manner once they have exceeded their FWS award maximum or once they have stopped working.** If hiring a student mid-year, it is also the supervisor’s responsibility to check that the student has been terminated from any previous FWS positions. The only situation in which a student may have more than one FWS job is in the instance that one position is an Emory Reads tutoring position. If you encounter a student you wish to hire with an active FWS job in HR Web, or need the OFA to check for you, please contact the OFA prior to initiating the hiring process.

As a courtesy to supervisors, the OFA sends out FWS earnings emails on a biweekly basis indicating when the award amount and the total earnings amount. While this should not be relied upon as the sole means for tracking, **when the earnings exceed the award amount you must terminate the student ASAP.** If the earnings you are tracking do not match the numbers of the OFA, please contact the office to investigate the discrepancy. Supervisors who do not respond to the FWS earnings email by terminating the student may have the position forcibly terminated by the OFA. Please track student earnings, read any emails from the OFA, and report any changes in department personnel to avoid this situation.

Any student employee who resigns or is terminated must receive any unpaid wages which are due. **An employee may not work on the day on which his or her termination is processed.** Please add one day to an employee’s last day of work to determine the effective date for a termination. For example, if a student’s last day of work at a position is 05/06/2017, the termination’s effective date should be 05/07/2017.

Ideally, a student employee should give two weeks’ notice as a professional courtesy. This is in no way enforceable and is ultimately at the discretion of the employee. Please terminate no-shows within two weeks of non-contact, it is safe to assume the student does not intend to work for your department. If a student begins working but does not return to work or contact you, it is also safe to terminate employment.

An Employee Evaluation form should be completed at the time of termination. Please house the evaluation in the student’s personnel folder. If reporting the circumstances of an involuntary termination to the OFA, the evaluation may be requested.
Completing an involuntary termination may occur for several reasons, including failure to report to work three or more times, student does not report to work within a reasonable period of time, you are not able to contact the student, falsification of hours, or misuse of the Kronos clocking system. Completing an involuntary termination is as follows:

1. Notify the student by email (in writing) that s/he is being terminated, and the reason.
2. Complete an employee evaluation, and if possible, meet with the student to discuss his/her performance and reason for termination.
3. Terminate the student in HR PeopleSoft Web for on-campus FWS employees. Off-campus FWS terminations must be process by the Work-Study Financial Aid Assistant, so contact (404) 727-6039.
4. In the case of extreme policy violations in which a student is terminated immediately, please report the circumstances to the OFA. OFA will coordinate with the supervising department to collect documentation of the infraction, and submit it to the Emory Student Conduct Council for review as possible student misconduct.
5. On-campus supervisors should file in the student’s personnel file any termination documentation, including notification, employee evaluation, and other relevant documents. Do not send to OFA. Off-campus supervisors should send any termination documentation to the Work-Study Financial Aid Assistant, which houses the personnel files for off-campus FWS employees.

Grievances
In case of any misunderstanding or misinterpretation of University or OFA policy:

1. The aggrieved student should make every effort to informally resolve the problem with the supervisor.
2. If the aggrieved student is dissatisfied with the outcome, or if the supervisor fails to take action, then the student should contact the next level of departmental management to request further action.
3. If the grievance remains unresolved, the student may meet with the OFA and have the situation reviewed. In this instance, a meeting will be held at the OFA between an OFA staff member, the student, and the departmental supervisor to mediate the grievance. A written record of the proceedings will be made, and copies will be sent to the student employee and the departmental supervisor.

Commitment to Equal Opportunity
Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law. Students, faculty, and staff are assured of participation in University programs and in the use of facilities without such discrimination. All inquiries regarding Equal Opportunity should be directed to the Emory University Office of Equal Opportunity Programs.

Changing Personnel
In order to properly serve the University, it is essential that the OFA have the most up-to-date contact information for every department. **It is crucial that we remain in contact with a designated FWS representative for each department.** This main FWS contact person should attend the Annual FWS Supervisor Training, disburse information about FWS to the department, administer the department’s Handshake account, and receive important news from the OFA listserv.
These departmental contacts should notify the OFA if they are leaving the position or passing these duties on to another person. Please instruct or leave instructions for your successor to contact the OFA in order to be trained on the FWS program. If you do not know who your department’s main FWS contact person is, the OFA is able to look it up for you.

Although you do not need to notify the OFA, please be aware of any departmental changes in the following positions: departmental HR rep, departmental timekeepers, individual supervisors and the students who report to them. All parties must be in communication to properly run the FWS program.

**Displacement of Regular Workers**

FWS employment must not displace employees, including those on strike, or impair existing service contracts. You are cautioned against using students in jobs traditionally filled by full-time personnel. Replacement is interpreted as displacement. The program’s intent is to create new job opportunities.

**Religious or Political Involvement**

FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. In determining whether any FWS employment will violate this restriction, you must consider the purpose of the work rather than the nature of the employing organization.

FWS jobs may not involve any political activity, meaning that a student may not work for a member of Congress, a member of the State Legislature, or any of the various Congressional Committees. However, a student could be assigned to the staff of a standing committee of a legislative body, as long as he/she would be selected on a non-partisan basis and the work performed would be non-partisan. Positions that involve lobbying at the Federal level or working at the U.S. Department of Education are prohibited.

**Benefits and Insurance**

FWS student employees:
- Do not accrue sick or vacation time.
- Do not receive paid holidays.
- Are not permitted to work on University holidays (department will be charged).
- Are compensated only for hours worked.
- Are covered under Worker’s Compensation for job-related injuries.
- Are not paid overtime (department will be charged).
- Should not work more than 20 hours per week during periods of enrollment.

FWS employees are covered under the University’s auto insurance policy with the following stipulations:
- Driver must have a valid driver’s license.
- Insurance company has the right to check any driver’s motor vehicle record.
- Insurance coverage is for personal and bodily injury only. Collision is not included, therefore any damages to a University vehicle will be charged to the department.
- To be insured while operating a University vehicle, the student must have the permission of the immediate supervisor to operate the vehicle.
FWS Students as Emory Employees
Student employees are considered Emory University employees, and are thus subject to all University personnel policies and procedures. Please refer to Emory University’s Policies and Procedures Handbook for more information.

If you ever need clarification on student employment or Federal Work-Study policies, please contact the Office of Financial Aid by calling 404-727-6039. We are here to be your resource!

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