2022-23
Federal Work-Study Employer Training

Office of Financial Aid

AGENDA

- Overview of Federal Work Study Program
- Hiring Process
- Kronos Policies/Process
- Student Employee of the Year
- Miscellaneous Information
- Announcements
- Overview of EagleOps powered by 12twenty
- Questions

Overview of FWS

The Ins and Outs of the Program

The Federal Work-Study Program

- Administered by the Office of Financial Aid (OFA)

- Creates part-time employment opportunities for students and provides service to the local community.

- Awarded as part of a student's financial aid package to students determined by the federal government to have need (students must apply for financial aid).

- Students are "awarded" an amount of money by the Office of Financial Aid but must work to earn it.

- Federal government funds **75%** of wages for Federal Work-Study (FWS) jobs, while employers pay only **25%.**

LEARN   WORK   EARN

Types of FWS Employment

- **On-Campus FWS** (75% Federal Funding / 25% Department Funding)

- **Off-Campus Affiliate FWS** (75% Federal Funding / 25% Affiliate Funding)

    - Emory contracts with select non-profit and government organizations to offer community service oriented FWS at off-campus locations.

- **Multiple FWS Employment**

    - Students may hold only **one** FWS job at a time unless the student chooses to be an **Emory Reads tutor**. Students may hold multiple non-FWS jobs simultaneously.

- **Emory Reads Tutoring** (100% Federal Funding)

    - Emory Reads is a program which sends Emory students to local elementary and middle schools to provide one-on-one literacy or math tutoring.

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

FWS Awards

- The typical award for all students is $2,500/year.

- Award amounts for on campus students will be available on the summary page in HR Web. It does not take into account previous earnings if a student was previously hired during the academic year. Please check on the current amount of a student's award by contacting the OFA.

- Off-campus employers will be notified of a student's exact award in the Hiring Approval Email.

- Ask your student employees to notify you if there are any changes to their FWS awards/financial aid packages.

- Students earn 100% of the FWS award. The 75/25 split is used for accounting purposes only. Students who have reached their FWS award allocation must be terminated regardless of how much has been paid from the departmental account.

Days Students May Work

- Students may begin working as early as the **August 24, 2022**.

- Students may work through **May 6, 2023** OR until a student earns the maximum award.

  - **HR Term date is May 7, 2023**

- Actual start date may not occur before receiving a **hiring approval email**.

  - On-campus, from HR Data Services

  - Off-campus, from OFA

- Students with both a fall and spring award may work over **fall/winter break** if they have the funds.

- Students with spring-only FWS awards may begin working **January 10, 2023**.

- Program start and end dates may be changed at the discretion of the OFA. In this event, employers will be notified ASAP.
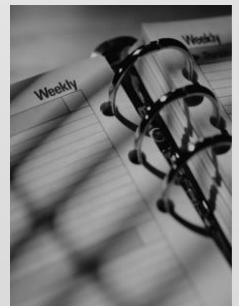
Days & Hours

- Periods of enrollment: Maximum of **20** hours per week at ALL Emory jobs.

  - Employers are charged at 100% for the student's earnings if the student works more than 40 hours in a pay period.

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

- Overtime will be charged back 100% to the employer.

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

Sept. 5, 2022 (Labor Day)
November 24-25, 2022 (Thanksgiving)
December 23 and 26, 2022 (Christmas)
December 27, 28, and 29, 2022 (Winter Recess)
December 30, 2022 and January 2, 2023 (New Year)
January 16, 2023 (MLK Day)

Federal Work-Study Pay Scale

- On-campus pay rate is **$9.00 - $15.00 per hour**

  - Within these ranges, FWS pay rates are at the discretion of the supervisor.

- Off-campus pay rate is

  - **$11.00**, Freshman/Sophomore

  - **$13.00**, Junior/Senior

- Graduate student pay rate is **$12.00 - $17.00 per hour**

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

The Hiring Process

Making The Interviewee An Employee

The On-Campus Hiring Process

- Student employees complete an online orientation the first year of work, or after not working for a certain number of months.

  - Student Website: **http://apps.hr.emory.edu/Orientation**

  - Employer Website: **https://apps.hr.emory.edu/Prestart**

  - Please ensure that <u>**Direct Deposit**</u> is setup for <u>**all**</u> students. **Prestart** is a tool that can be used to confirm if a student has the direct deposit setup, but if the student's bank account number has changed, you will not see that in Prestart.

- **HR Web Student Hire Software**

  - FWS students must be hired using the **job code 9998.**

  - The **8-digit Job Tracking ID** will no longer be required.

  - **Job Start Date** must be **August 24, 2022** or after; **End Date** is the Sunday after the last day of the term or before.

The On-Campus Hiring Process

- **Standard hours** and **compensation rate** must fall within FWS guidelines.

- Select **Off-Site Clock-In Allowed** (*if working remotely only*).

- Do <u>not</u> select **Shift Eligibility** (students are not eligible for shift differential).

- Only enter the **25% department account** row. The 75% is entered automatically.

- **Students may not begin working under any circumstance prior to the hiring manager receiving an approval email from HR Data Services.**

- To hire DACA students contact the OFA.

- Hiring can begin on **8/15/22**.

- 100% of earnings are charged to the department default Speedtype when the assigned 25% account runs out of funds or is deactivated.

  - The payment distribution can only be manually corrected in HR Web by updating the earnings distribution.

The Off-Campus Hiring Process

- The organization must post the job in EagleOps powered by 12twenty.

- The organization recruits, interviews and selects the student.

- The organization provides a **2022-23 Student Selected For Hire Form** (**SSFH**) and **Fall Hiring Schedule** to the selected student and sends the student to attend a hiring session at the OFA.

- Students will need to setup an appointment to attend the hiring session.

- All new students will need to 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 an appointment.

    - They do not have a 2022-23 FWS award as part of their financial aid package.

    - They do not have a 2022-23 SSFH form or have an incomplete form.

    - They do not have proper forms of ID to complete the I-9.

    - They are late.

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! **Claire Dooley** has been approved to begin Federal Work-Study on **Wednesday, August 23, 2017**, 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 either May 11th, 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.

Missed clocks in an open/current payroll period should be entered by the student into the Emory Timecard Adjustment System. Complete instructions are available online, click here to see. The student may be terminated for excessive missed clocks, so please keep this timecard instruction form for reference, and ask the student to contact us if additional training is needed to be able to properly clock in using Kronos.

Also, please remember to deactivate your job postings on Handshake once the positions have been filled.

Students are not permitted under any circumstance to work past May 11th, during any university closures, or on the following Emory University Holidays:

September 4, 2017 (Labor Day)	December 29, 2017 and January 1, 2018 (New Year)
November 23 and 24, 2017 (Thanksgiving)	January 15, 2018 (Martin Luther King Day)
December 25 and 26, 2017 (Christmas)	May 11, 2018 (last possible day of work)

If you have further questions or concerns, please contact our office.

Working Remotely

- **It is the responsibility of the hiring department or organization to provide adequate supervision for their FWS student employees.**

- **For 2022-23 students may continue to work remotely.**

- **Students are not permitted to work unsupervised.**

- FWS is not intended for independent research or study time – it is a mentoring program designed to give students the opportunity to interact with working professionals.

- Please **do not** allow a student to work remotely if they are hired to work for **in person only**. If the student is sick or misses work, then you can see if there is another day that they can come into the office. Students should not be adding time to ETAS that they worked remotely when they are not hired to work remotely.

- **It is the supervisor's responsibility to verify that the student is working.**

Last Day To Hire Students

There are no exceptions to the rule that everybody likes to be an exception to the rule.

February 24, 2023 is the **l**ast day to hire FWS students for the academic year.

No exceptions

Timekeeping

KRONOS

- Kronos will no longer support the telephone system at the beginning of next year. Emory will begin using a web-based Kronos system on beginning on **November 14,2022**.

- Until the transition is completed, all Emory biweekly employees will continue to clock all hours into the Kronos telephone system.

- 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.

- The OFA serves as the **timekeeper** for off-campus students. The timekeeper will provide the student with a **Kronos Approval email** to inform the student of their Kronos ID.

- 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, August 23, 2017.** Your employee number is **112223300.**

To be paid for hours already worked enter times into ETAS. **These times must be submitted by 9:00am on 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.

Manual Timesheets

- Students **can** record their hours on manual timesheets in addition to using the Kronos system.

- Timesheets are available on the OFA website

- Each biweekly pay period has its own tab along the bottom.

- Off-campus affiliate:

  - Students **should** record their hours on manual timesheets if working off campus.

  - Send all original timesheets at the end of each semester ends.

  - An original signature is required on timesheets.

- On Campus departments must keep a manual timesheet in the student's file.

Biweekly Time Sheet

Pay period start date: 8/26/2018
Pay period end date: 9/8/2018

Student Name: _____
Supervisor: _____

Organization Name: _____
Due to timekeeper*: 9/10/2018

Day		Time In	Lunch Out	Lunch In	Time Out	Hours Worked
Sunday	8/26/2018	No FWS work permitted until the first day of classes				
Monday	8/27/2018	No FWS work permitted until the first day of classes				
Tuesday	8/28/2018	No FWS work permitted until the first day of classes				
Wednesday	8/29/2018					
Thursday	8/30/2018					
Friday	8/31/2018					
Saturday	9/1/2018					
Sunday	9/2/2018					
Monday	9/3/2018	No FWS work permitted until the first day of classes				
Tuesday	9/4/2018					
Wednesday	9/5/2018					
Thursday	9/6/2018					
Friday	9/7/2018					
Saturday	9/8/2018					
	Total hours					

FWS Award Tracking

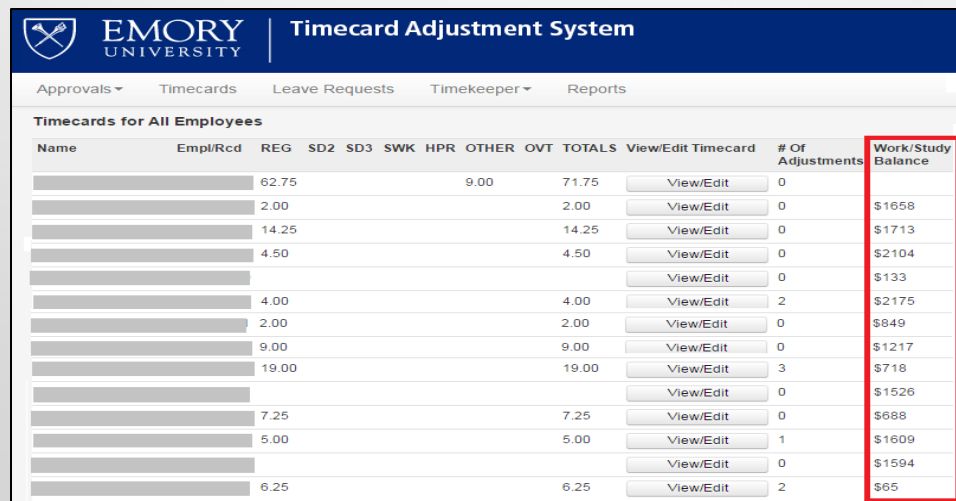Supervisors can track the awards of their students the following ways:

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

Students can track their award earnings in the following ways:
- Manual timesheets
- Log into the Emory Time Adjustment System
- Emory Finance Web to view their Kronos clocking reports
- Emory HR Web to view gross earnings on current and past paychecks
- Check the disbursed amount on their financial aid award in OPUS

Tracking FWS Earnings

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

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

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

- Recommended Hours/Week Formula (see supervisor handbook)

Tracking FWS Earnings

Clocking Transaction Report

- Finance.emory.edu, under Payroll, Time and Attendance, Reports

- Confirm dates, times and clocking locations

- Accessible by students

Time & Attendance

Clocking Transaction Report
From 03-Feb-13 to 16-Feb-13

				Unit		
Name Jones, Khadija S				**Sick**		
Employee ID 202607000				**Vacation**		
Department 905015						

Date	Clock In	In Location	Clock Out	Out Location	Hours	Description
Mon, 02/04/13	13:55	IVR1:72360	16:57	IVR2:75161	3.00	
Wed, 02/06/13	14:04	IVR1:72360	16:56	IVR1:75161	3.00	
Fri, 02/08/13	13:56	IVR2:72360	16:53	IVR2:75161	3.00	
Mon, 02/11/13	14:00	IVR1:72360	16:53	IVR2:75161	3.00	
Wed, 02/13/13	14:14	IVR1:72360	16:54	IVR1:75161	2.75	
					14.75	

Student Files

FWS Personnel Files

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

FWS Personnel Files Checklist:

- HR Web Summary Page

- HR Hiring Approval Email

- EagleOps job posting

- Annual evaluation

- Any changes to HR data record

- Supervisor signed timesheets

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

Employee Evaluations

- Form available on OFA website.

- Must be completed once annually for FWS students, prior to termination.

- Evaluations should be reviewed with the student.

- On Campus Employers, **do not** send to the OFA, store in the personnel file within your department.

- Off Campus Employers, please send to Candace Rivera so that it can be added to the student's personnel file.

Other important information that you should know…

Student Employee of the Year

- National Student Employee Appreciation week is held the 2nd week of April.

- FWS and non-FWS student employees may be nominated.

- The winner will be awarded a $1,000 scholarship from OFA.

- The Emory Student Employee of the year will be entered into the regional competition, for a chance at an additional $1,000 scholarship, and the possibility of being selected as the regional winner nominee submitted for the national competition.

- There is no limit to the number of students a supervisor can nominate. Students must be employed for 6 months of the academic year.

Miscellaneous Information

- **Changing FWS Jobs :** Students must give notice to current employer to change jobs. Once termination is complete for the old employer, the new employer may begin to initiate the hiring process. Students may begin working once the new employer receives the HR approval email. New department must ensure student begins using the new Kronos code.

- **Terminations**

  - On-campus supervisor must terminate students immediately once they have exceeded their awards or stopped working.

  - Off-campus affiliate organization must notify OFA immediately once a student has stopped working or wishes to be terminated.

  - No-shows should be terminated within 2 weeks.

  - Please terminate students ASAP when you receive the *Award Exceeded* email from the OFA.

  - Employees may not work on the day of termination.

  - Kronos is separate from HR Web and is not deactivated when a student is terminated.

Miscellaneous Information

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

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

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

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

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

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

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

Announcements

Upcoming Events & Contact Information

Annual FWS Job Fair

Tuesday, August 23, 2022

McDonough Field

10:30 AM – Employer setup

11:00 AM – 3:00 PM – Job Fair

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

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

EagleOps
Powered By 12twenty

Overview and Posting Jobs

EagleOps powered by 12twenty:
The #1 place to hire elite college talent

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

- Undergraduate Federal-Work Study students

- Graduate students from Candler (FWS only)

Your employer EagleOps account allows you to post Federal Work Study positions and part-time on-campus positions for your department. For on-campus employers, an Emory email address is required. For off-campus employers, a work email address is required. The Career Center is responsible for approving on-campus part-time positions. The Office of Financial Aid is responsible for approving and maintaining all federal work-study positions.

12twenty

EagleOps Overview

- URL address to log in to Eagle Ops: https://emory.12twenty.com/hire

- Only FWS recipients will see FWS jobs.

- EagleOps access will be available to all students beginning **August 15th**.

- FWS and non-FWS jobs are posted in EagleOps.

- For **all** hiring, please remember**:**

  - You no longer have to Include **FWS** in the job title.

- **The OFA will only approve job postings on Tuesdays and Thursdays.**

EagleOps Overview

Please keep in mind the following dates:

- 22-23 Fall/Spring Work Period 8/24/22 – 5/6/23

- Fall Only Work Period: 8/24/22 – 12/17/22

- Spring Only Work Period: 1/10/23 – 5/6/23

- Last day to post jobs in EagleOps : **February 23, 2023 by 3:00 PM**

Contact Information

- **FWS Program Questions (Awards, Deadlines, Duties, Department Referrals, Job Fair, etc.)**
  - Whitney Tucker-Jenkins – wtjenkins@emory.edu
- **EagleOps and Hiring Process**
  - Candace Rivera – ctriver@emory.edu
- **Student Conduct Issues**
  - Delicia Lucky – dlucky@emory.edu

Questions?

Thank you for attending!

We look forward to another successful year of the FWS program.