AGENDA

• Overview of Federal Work Study Program
• Hiring Process
• Kronos Policies/Process
• Student Employee of the Year
• Miscellaneous Information
• Announcements
• Overview of Handshake
• Questions
Overview of FWS

The Ins and Outs of the Program
The Federal Work-Study Program

- Administered by the Office of Financial Aid (OFA)
- Creates part-time employment opportunities for students and provides service to the local community
- Awarded as part of a student’s financial aid package to students determined by the federal government to have need (students must apply for financial aid)
- Students are “awarded” an amount of money by the Office of Financial Aid, but must work to earn it
- Federal government funds 75% of wages for Federal Work-Study (FWS) jobs, while employers pay only 25%
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 except for the reason of being an Emory Reads tutor. Students may hold multiple non-FWS jobs simultaneously.
- **Emory Reads Tutoring** (100% Federal Funding)
  - Emory Reads is a program which sends Emory students to local elementary schools to provide one-on-one literacy and math tutoring.

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

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

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

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

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

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

- Students may begin working as early as the **August 23, 2023**.
- Students may work through **May 11, 2024** OR until a student earns the maximum award.
  - **HR Term date is May 12, 2024**
- 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 17, 2024**.
- 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. 4, 2023 (Labor Day)
- November 23-24, 2023 (Thanksgiving)
- December 22 and 25, 2023 (Christmas)
- December 26 - 28, 2023 (Winter Recess)
- December 29, 2023 and January 1, 2024 (New Year)
- January 15, 2024 (MLK Day)
Federal Work-Study Pay Scale

- On-campus pay rate is $13.50 - $15.00 per hour
  - Within these ranges, FWS pay rates are at the discretion of the supervisor.
- Off-campus pay rate is
  - $13.50, Freshman/Sophomore
  - $14.50, Junior/Senior
- Graduate student pay rate is $13.50 - $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](http://apps.hr.emory.edu/Orientation)
  - Employer Website: [https://apps.hr.emory.edu/Prestart](https://apps.hr.emory.edu/Prestart)
  - Please ensure that Direct Deposit is setup for all students. Prestart is a tool that can be used to confirm if a student has the direct deposit setup, but if the student’s bank account number has changed, you will not see that in Prestart.

- **HR Web Student Hire Software**
  - FWS students must be hired using job code 9998
  - Job code 9998 requires the 7-digit Job ID from Handshake.
  - **Job Start Date** must be **August 23, 2023** 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 not select **Shift Eligibility** (students are not eligible for shift differential).
- Only enter the **25% department account** row. The 75% is entered automatically.
- **Students may not begin working under any circumstance prior to the hiring manager receiving an approval email from HR Data Services.**
- To hire DACA students contact the OFA.
- Hiring can begin on **August 14, 2023.**
- 100% of earnings are charged to the department default Speedtype when the assigned 25% account runs out of funds or is deactivated.
  - `The payment distribution can only be manually corrected in HR Web by updating the Speed type.`
Working Remotely

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

February 23, 2024 is the last day to hire FWS students for the academic year.

No exceptions

There are no exceptions to the rule that everybody likes to be an exception to the rule.
Timekeeping
KRONOS: ON-CAMPUS

- FWS student employees, as Emory biweekly employees, must clock all hours into the Kronos system and be paid hourly at the pay rate set in the employee’s HR job record.

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

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

- Students **can** record their hours on manual timesheets in addition to using the Kronos system.
- Timesheets are available on the OFA website.
- Each biweekly pay period has its own tab along the bottom.
- On Campus departments must keep a manual timesheet in the student's file.
- Off-campus affiliates:
  - Students **should** record their hours on manual timesheets if working off campus.
  - Send all original timesheets at the end of each semester ends.
  - An original signature is required on timesheets.
Supervisors can track the awards of their students the following ways:
- View the Remaining FWS Balance in ETAS (on campus only)
- Collect manual timesheets from students
- For off campus affiliates, OFA will email a copy of the student’s timecard for each pay period along with the student’s FWS earnings balance.

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

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

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

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

- Recommended Hours/Week Formula (see supervisor handbook)
Tracking FWS Earnings

Clocking Transaction Report

- Please go to ETAS: https://apps.hr.emory.edu/timecard and then click on Reports and then Clocking Transaction Report
- Confirm dates, times and clocking locations
- Accessible by students
Student Files
Each student employee needs a file, and it must be stored for 3 academic years in the department files.

FWS Personnel Files Checklist:
- HR Web Summary Page
- HR Hiring Approval Email
- Handshake job posting
- Annual evaluation
- Any changes to HR data record
- Supervisor signed timesheets
- Personnel files for Off-Campus

FWS will be managed by OFA.
Employee Evaluations

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

- The HR system will not allow a student to be hired into 2 FWS positions (Except for Emory Reads). Below is the process for a student to change jobs:
  - Student gives notice to employer.
  - Old employer begins termination process.
  - Once termination is complete old employer notifies student and new employer so that rehire process may be initiated.
  - Student may begin working once new employer receives HR approval.
  - New department must ensure student begins using the new Kronos code.
  - On-campus supervisor must terminate students immediately once they have exceeded their awards or stopped working.
  - Off-campus affiliate organization must notify OFA immediately once a student has stopped working or wishes to be terminated.
  - No-shows should be terminated within 2 weeks.
  - Please terminate students ASAP when you receive the Award Exceeded email from the OFA.
  - Employees may not work on the day of termination.
  - Kronos is separate from HR Web and is not deactivated when terminated.
Miscellaneous Information

- **Retroactive Payments** – Must be submitted through HR Web. Contact OFA or Payroll Department for more information.
- **Retroactive Salary Transfers (RST)** will be performed by the OFA. If it has been determined that the department didn’t setup the 25%, the department will be communicated to by OFA to submit an RST to recoup the 25%.
- **Special Payments** to students cannot be paid using FWS funds. Irregular pay will be charged 100% to the department or affiliate.
- **Volunteered Hours Prohibited** – Any student employed under FWS must be paid for all hours worked.
- **Increased Awards** – OFA will determine eligibility at the time award is exceeded.
- **Decreased Awards** – FWS awards are subject to change. In the rare event of award cancellation or decrease and/or receipt of an external scholarship, the department will be responsible for 100% of earnings outside the modified award.
- **FWS student employees are subject to all University staff policies and procedures.**
Announcements

Upcoming Events
**Annual FWS Job Fair**

**Tuesday, August 22, 2023**  
McDonough Field  
10:00 AM – Employer setup  
11:00 AM – 3:00 PM – Job Fair

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

- RSVP by 9AM on **August 15, 2023** via Handshake
- Cancel your reservation if you fill your positions prior to the job fair
- In case of no-shows, supervisor walk-ins welcomed after 1pm
- Bring signs, tablecloths, tape, banners, etc.
- Bring hardcopies of your job description, candy, freebies, other promotional materials
- If you need more information, please contact us: [fws@emory.edu](mailto:fws@emory.edu)
Handshake: Talent meets Opportunity

Overview and Posting Jobs
Handshake: 
Talent meets Opportunity

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

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

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

- Only FWS recipients will see FWS jobs.
- Handshake access will be available beginning **August 1st**.
- FWS and non-FWS jobs are posted in Handshake.
- For **all FWS** hiring, please remember:
  - You **must** include **FWS** in the job title.
  - If you want to hire a returning student, make sure to expire a job within a day or two **and** put **DO NOT APPLY** in the title.
- Use the decline feature so you can let students know that they were not chosen for the position.
- **OFA will only approve job postings on Tuesdays and Thursdays.**
Handshake Overview

Please keep in mind the following dates:

• 23-24 Fall/Spring Work Period 8/23/23 – 5/11/24
• Fall Only Work Period: 8/23/23 – 12/16/23
• Spring Only Work Period: 1/17/24 – 5/11/24
• Last day to post jobs in Handshake: February 22, 2024 by 3:00 PM
Contact Information

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

Handshake and Hiring Process
Candace Rivera
criver@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.