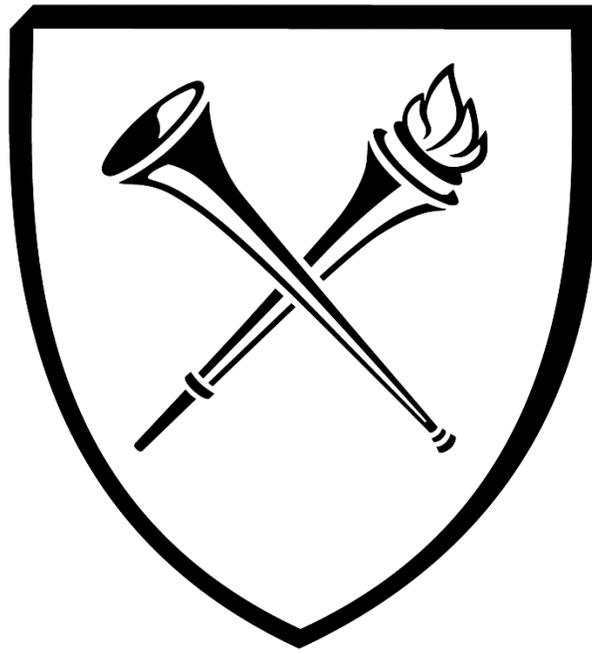


EMORY



2023 – 2024

Federal Work-Study Program Supervisor Handbook

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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 for 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:

Delicia Lucky

Senior Associate Director

dlucky@emory.edu

Candace Rivera

Sr. Financial Aid Advisor

ctriver@emory.edu

Phone: (404) 727-6039

Fax: (404) 727-6709

<https://studentaid.emory.edu/undergraduate/types/student-employment/index.html>

Emory University

200 Dowman Drive, Suite 300

Atlanta, GA 30322

Federal Work-Study Student Employment

- **On-Campus FWS Student Employment (75% Federal Funding/25% Departmental Funding)**

Emory FWS employment is partially funded by the federal government and is administered by the OFA. For the 2023-24 academic year, 75% of an eligible student's wages (up to the student's award maximum) will be paid from federal funds, while the remaining 25% 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 (75% Federal Funding/25% 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 representation 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 Speed Type, and then in turn invoices each organization for the 25% 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 as 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 and middle schools, where under the guidance of the classroom teacher, they provide one-on-one or small group 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



EMORY
UNIVERSITY

The Career Center

handshake JOB POSTING USER GUIDE FOR FACULTY & STAFF FEDERAL WORK STUDY, ON-CAMPUS PART-TIME, AND WORKLIFE (ESJN)

Handshake is Emory's student job posting database and is managed by The Emory Career Center. Handshake allows Emory departments to post positions to recruit Emory students. The Emory Career Center primarily serves undergraduate students in The College, Goizueta Business School, School of Nursing, and Oxford College.

Your Handshake account 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 using Handshake. An Emory email address is required for each contact.

- The Career Center approves on-campus, non-federal work study and Work Life's Employer-Student Job Network positions. Job postings will be approved within 2 business days of posting date.
 - The Office of Financial Aid approves and maintains all federal work study positions.
 - While we do not counsel graduate students from Laney Graduate School and Candler School of Theology, their students have access to view and apply to postings on Handshake.
 - We do not post for graduate students in Law, Public Health, MBA, or Medicine. Please reach out to those schools directly to connect with their student body.
- Departments seeking information on how to post to the **Rollins Earn And Learn (REAL)** Program, please contact <https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/employers/index.html> for more information. ****PLEASE NOTE that REAL positions are not accepted through the Emory Student Employment account and will be declined****

Point of Contacts

EMORY Federal Work Study Positions	EMORY On-campus positions (non-Federal Work Study)	EMORY Employee-Student Job Network (ESJN)	OXFORD Federal Work Study and Oxford Work-Ship Positions
The Office of Financial Aid	The Emory Career Center	The Emory Career Center and Emory Work Life	Oxford College Office of Financial Aid
Delicia Lucky, Candace Rivera, at 404-727-6039	Tricia Herold at recruiting@emory.edu	Handshake questions? Tricia Herold at recruiting@emory.edu	Bonnie Cowan at 770-784-8328
Post to Handshake account On-Campus & ESJN Student Positions: Emory University			Post to Handshake account Oxford College Student Employment

For questions on PeopleSoft, hiring a student, documents needed to hire... please reach out to your department's contact in Emory University's Human Resources.

CREATING A NEW JOB

Click Post a Job from your home dashboard, or click Jobs from the left navigation bar to access the Jobs page, then click the blue button Create Job in the upper-right corner of the page.

The screenshot shows the Handshake dashboard interface. At the top left is a search bar labeled "Search all of Handshake...". To the right of the search bar are navigation icons for calendar, print, user profile (with a red notification badge showing '3'), and globe (with a red notification badge showing '17'). Further right are links for "Favorites filter applied", "Help", and the user name "Candace Rivera".

Below the navigation bar are three main action buttons: "Post a Job" (highlighted with a red border), "Request an Interview", and "Create an Event".

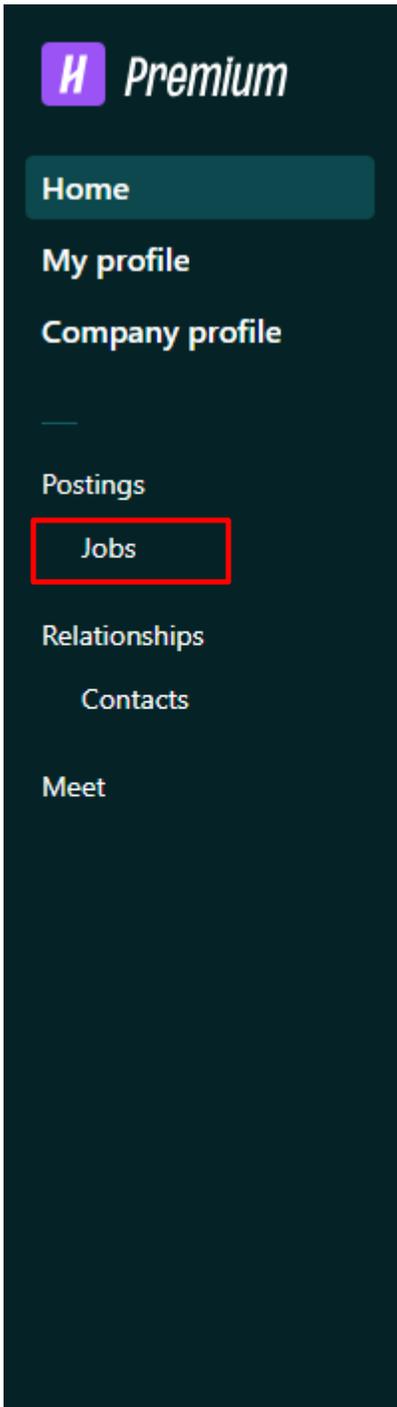
The "Jobs" section contains a list of five job postings, each with a small logo, the job title, and an "Approved" status:

- FWS Horse Trainer Assistant-In Person** Approved August 18th 2023 at 9:08 am
- FWS - Marketing Communications Intern** Approved September 13th 2023 at 3:27 pm
- FWS Social Media + Curatorial Intern Position-In person** Approved August 8th 2023 at 2:30 pm
- Student Assistant Campus Dining** Approved August 31st 2023 at 8:09 am
- FWS Information Technology Student Tech -Rollins School of Public Health (In-Person)** Approved August 23rd 2023 at 10:06 am

The "Interview Schedule Postings" section contains the text: "You have not requested any on campus interviews yet."

The "Upcoming Events" section contains the text: "You have not RSVP'd to any upcoming events."

the Jobs tab



Basics Information

Job title

Tips for good job titles:

- Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2-5 words.

EMORY Federal Work Study Positions

EMORY On-campus positions (non-Federal Work Study)

EMORY Employee-Student Job Network (ESJN)

OXFORD Federal Work Study and Oxford Work-Ship Positions

"FWS" is required in the job title (e.g., FWS – Lab Assistant) *

No additional text is required for the job title for these offices.

****Please note, one of the most common reasons your posting may be declined by The Office of Financial Aid is by not including "FWS" in the title of a Federal Work Study position. Our offices will approve hundreds of job postings a day within the first month of each semester. Your help in making sure this is formatted correctly will help your postings get approved promptly.***

Position Type

Position type

- Job
- Internship
- On Campus Student Employment
- Other

EMORY Federal Work Study Positions

EMORY On-campus positions (non-Federal Work Study)

EMORY Employee-Student Job Network (ESJN)

OXFORD Federal Work Study and Oxford Work-Ship Positions

REQUIRED: Select 'On Campus Student Employment'

REQUIRED: Select 'Job'

REQUIRED: Select 'On Campus Student Employment'

Work-Study Program

Work-Study program

EMORY Federal Work Study Positions	EMORY On-campus positions (non-Federal Work Study)	EMORY Employee-Student Job Network (ESJN)	OXFORD Federal Work Study and Oxford Work-Ship Positions
REQUIRED: If yes, check the box**	REQUIRED: If not, leave the box unchecked	REQUIRED: If not, leave the box unchecked	REQUIRED: If yes, check the box** If not, leave the box unchecked

**A setting of “Work Study Eligible” will be assigned to students who have received a financial aid award. For eligible students to view and apply to Federal Work Study jobs, this field must be selected Yes.

Please note, one of the most common reasons your posting may be declined by The Office of Financial Aid is by not selecting the correct setting for federal work study status for your job(s). Our offices will approve hundreds of job postings a day within the first month of each semester. Your help in making sure this is formatted correctly will help your postings get approved promptly.

Job Description

Job description

[Copy description from existing job](#)

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

B *I* U **:=** **!:=** @ *Ix*

Continue

Job Descriptions are a crucial part of hiring and managing your employees. A good job description will ensure your applicants understand their roles and responsibilities. It should be practical, clear, and accurate. It typically includes a job objective or purpose, a summary of the job, a list of duties or tasks, and qualification needed for the job.

Click the blue button Continue in the lower-right corner of the page to proceed.

If you'd like to save your job as a draft, click the white button Save as draft in the top-right corner of the page. Fields that must be completed before saving as a draft will show an error.

Note: to access the job post later, click the white button View drafts in the top-right corner of the Jobs page.

Location Requirement

Location requirements

Where should candidates expect to work?



Onsite
Employee works in person from a specific location.



Remote
Employee works from home.



Hybrid
Employee works a combination of onsite and remote.

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Atlanta, Georgia, United States ✕

Job is located at residential address

Back

Continue

Onsite
In-Person- Add the city and state where your job is located

Remote
Working at Home

Hybrid
Combination of on-site and remote. Add the city and state where your job is located.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Time Requirements

Time requirements

How much should candidates expect to work?

 Full time 30 hours per week or more	 Part time Less than 30 hours per week
--	--

Hours (optional)

<input type="text"/>	hours per	<input type="text" value="week"/>
----------------------	-----------	-----------------------------------

Employment duration

- Permanent
- Temporary or seasonal

Estimated start date

<input type="text" value="yyyy-mm-dd"/>	
---	---

Estimated end date

<input type="text" value="yyyy-mm-dd"/>	
---	---

[Back](#)

[Continue](#)

Everyone must select '**Part-Time**' for **Employment Type** and '**Temporary/Seasonal**' for **Employment Duration**.

The **Estimated start date** is the start of the term or the current date if it is after the start of the term and the **Estimated end date** is the last day of the term for fall term or spring term or end of school year.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Compensation and Benefits

Compensation and benefits

What should candidates expect to earn?



Tip

Job seekers are more likely to apply to jobs that show expected pay—and schools are more likely to approve and recommend them.

Expected pay

[Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range	Custom range	Exact amount	Unpaid
-------	--------------	--------------	--------

Additional compensation (optional)

Signing bonus	Bonus	Commission	Tips	Equity package
---------------	-------	------------	------	----------------

Benefits (optional)

Medical	Vision	Dental	Paid time off	Paid sick leave
Parental leave	401(k) match	FSA or HSA plans	Life insurance	
Disability insurance	Student loan repayment	Tuition reimbursement		
Relocation assistance	Commuter assistance	Pet insurance		

Perks (optional)

Learning stipend	Home office stipend	Career development
Gym membership		

Additional benefits (optional)

Have more to offer? Add a link to your company benefits page.

[Back](#)

[Continue](#)

EMORY Federal Work Study Positions

EMORY On-campus positions (non-Federal Work Study)

EMORY Employee-Student Job Network (ESJN)

OXFORD Federal Work Study and Oxford Work-Ship Positions

REQUIRED: Custom Range FWS Salary range-\$13.50-\$15.00**

REQUIRED: Custom Range- FWS Salary range-\$13.50-\$15.00****

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Categorize your job

Categorize your job

Tell us the type of role you're hiring for (e.g., Accountants and Auditors, Sales Managers). Add up to 3 roles.

Job roles

Office and Administrative Support Workers X

Back

Continue

Students can search by Job Roles. So please have at least one role listed. Handshake may pre-populate a role based on your job title.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Candidate Qualifications

Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

School year (optional)

Freshman Sophomore Junior Senior Masters

Masters of Business Administration Doctorate Postdoctoral Studies

Certificate Program First Year Community / Technical College

Second Year Community / Technical College Alumni

Latest graduation date (optional)

Month Year

Major groups (optional)

Major groups combine related majors from every school on Handshake. [Choose majors by school.](#)

Minimum GPA (optional)

Only include if your job has specific requirements.

[Back](#)

[Continue](#)

All these preferences are completely **optional**. If you set preferences, you will be limiting your applicant population and shrinking the number of applicants that can apply to your job. Please remember that if you have selected Yes for the Work Study Eligible field in the Basics tab, only those students with a federal work study award will be able to view the posting(s).

We do not recommend using the “Add a Graduation date range” for your job, and instead request contacts use the “School Year” field by checking the boxes (Freshman, Sophomore, Junior...)

Add a **“Minimum GPA”** value if this is required for the role.

In addition, we do not recommend selecting any of the options in the **“Majors”** field.

We recommend that you do not set any qualifications so that you get as many applicants that you can.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Choose Schools

Choose schools

Where would you like to post your job?

Request approval at more schools

Looks like you are an approved employer at fewer than 10 schools. [Request more approvals.](#)

Post to specific schools

Choose from schools where you are approved and have permission to post your job. [See approvals and posting permissions.](#)



Emory University 

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Continue

For Post to specific schools, **only choose Emory University**. The Emory Student Employment account is for Emory faculty, staff, and students ONLY. Any user requesting access and posting jobs to any school(s) outside of Emory University will be removed.

Application Process

Application process

What's the application timeline and process?

Application open date

2023-09-22



Application close date

2023-11-03



Number of hires

This will not show up to job seekers.

1

How will candidates submit applications?



On Handshake

Keep all your applications in one place.



On a separate website

Enter a website or Applicant Tracking System URL.

Additional required documents

- Handshake profile
- Resume
- Cover letter
- Transcript
- Other

Back

Continue

Application open date- the date you generate your job posting.

Application close date- Enter your job's expiration date. For new students, please set your expiration date for six weeks in advance. For Returning Students, please set expiration date for 72 hours in advance.

Number of hires-This field is not visible to students, but you are required to insert a number.

How will candidates submit applications? We suggest that all students apply via Handshake (which is the default). Contacts accepting applications through Handshake can use the Additional required documents section to indicate which documents are required to apply. If Other documents is selected, a new field will open to provide details.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Hiring Team

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Company division (optional)

Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

Job owner

 **Candace Rivera** [Add profile photo](#)
Office of Financial Aid, Financial Aid Advisor

Messaging availability
Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

Feature Candace Rivera as available for candidate messages

Email settings

Send summary email once application period closes

Send email when a candidate who meets qualifications applies

Send email when a candidate applies

Hiring team members (optional)

[Invite new teammate](#)

The contact filling out the job form will default as the recipient to collect application documents. You can also add other teammates to receive packages by entering their name or searching for his/her name by clicking on the magnifying glass icon. If you haven't added them as a contact yet, please click on the Invite new teammate blue link to add their name. If you are unable to add or create a new contact, reach out to the appropriate office for assistance.

Contacts can select to receive applications by:

- **Email a summary** - all applicants will be sent in a bundle in one email after the job expires, or
- **Email every time** – contacts will receive an email with the application documents each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all your preferences.

If you are posting the job, but you will not be reviewing applications, please **do not** place any checks in the boxes under Email settings. This way you will not receive any applications.

The final step is to review your job posting. Review the details and modify any sections as necessary.

To edit any section, click the pencil icon to the right of the section, then click the blue button Continue to save changes, and to reach the last page of the job form.

To post your job, click the blue button Post job in the lower-right corner of the job form.

Your hiring team

 [Edit](#)

Company division

--

Job owner

Lee Cooper

Hiring team members

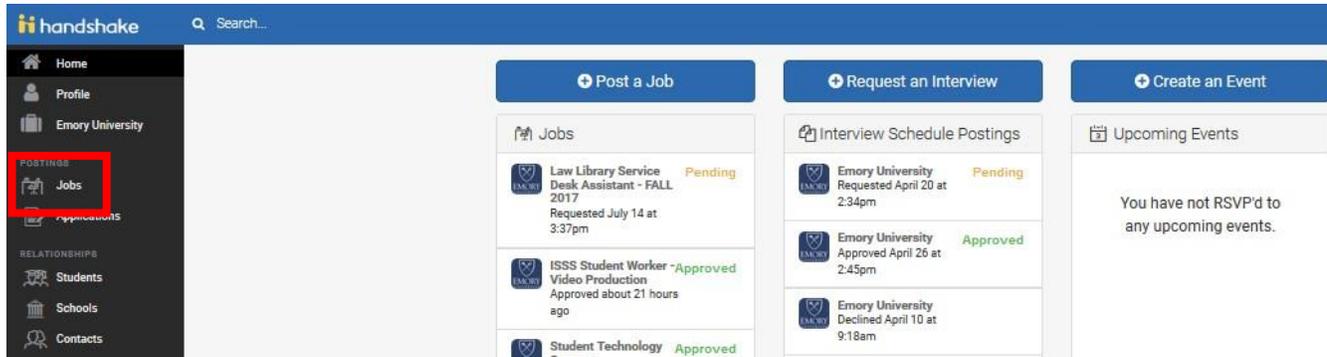
Layne McAllister

[Back](#)

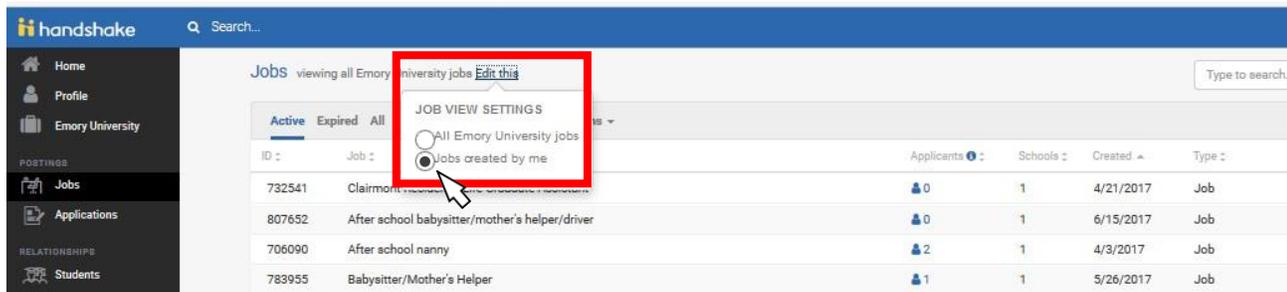
[Post job](#)

VIEWING YOUR JOBS

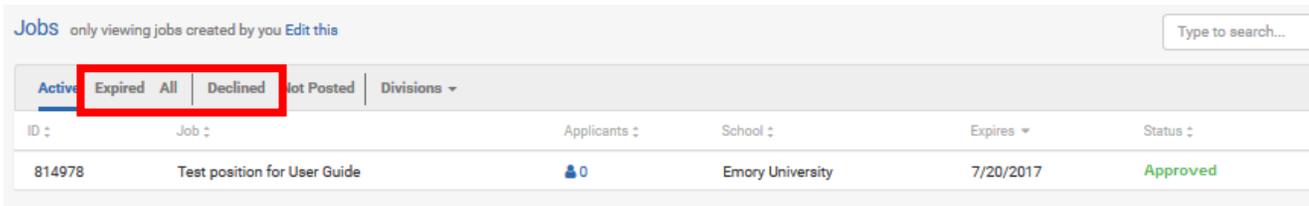
From your home page, click on the link for “Jobs” under the Postings section in the black column



You are viewing a full list of all the positions currently running on the Emory University account. To view your position(s), click on the “Edit this” link at the top of the screen at the blue Jobs section and select “Jobs created by me” from the drop-down menu. This will populate only your ACTIVE postings.



Select Expired or Declined to view positions that are no longer running.



VIEWING YOUR APPLICANTS

From your Jobs section, click on the blue hyperlinked number listed under the Applicants column for your job posting.

ID	Job	Applicants	School	Expires	Status	Campus Interview
814978	Test position for User Guide	6	Emory University	7/20/2017	Approved	No

If you have specified applicant Preferences in your job posting (e.g., class year, gpa) you can view why an applicant may not meet your requirements by clicking the blue I before the green preferences bar. The green bar will display the number of preferences each student matches for your job.

All Applicants				Matches All Preferences			Does Not Match All Preferences		
Student First	Student Last	Application Type	School	Job Preferences	Student Information	Preferences			
Joe	Sindad	Job	Emory University	US work authorization required	Authorized	1/1			
Don	Cornwell	Job	Emory University			1/1			
Laura	Garcia	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	1/1		
Asia	Waller	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	1/1		
Tricia	Herold	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	1/1		
Christopher	Park	Job	Emory University	Test position for User Guide	Pending	June 24th 2017	1/1		

DOWNLOADING APPLICANTS

Make sure you are on your All Applicants tab and click the blue button Download Packages to export a full bundle of all the application documents.

NOTE: To download ALL applicants, **DO NOT** click on any of the boxes before the applicant's name. If you would only like to download specific students, click the button before their name **before** hitting the Download all button.

Overview Schools Matches **Applicants (12)** Details

Search: Type a keyword

Engagement: Inverted to apply to this job

Status: + Add Status

- Declined (5)
- Pending (5)
- Hired (1)
- Reviewed (1)

12 Applicants

View only those who match my qualifications for

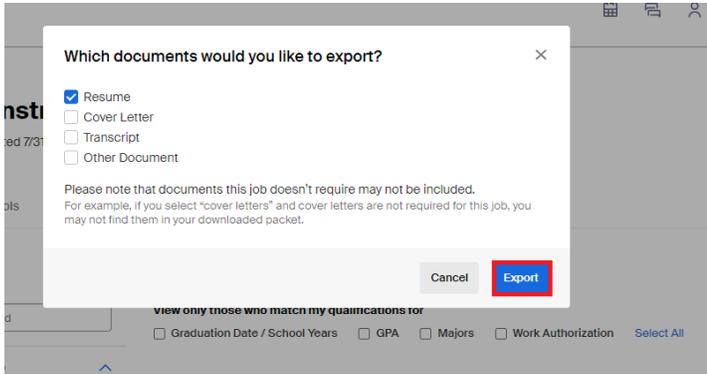
- Graduation Date / School Years
- GPA
- Majors
- Work Authorization
- Select All

Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input type="checkbox"/> Zurdo Villanueva Olabarrieta	Emory University	Reviewed	Yes	2 of 2	8/30/17	
<input type="checkbox"/> Jessica Rios	Emory University	Pending	Yes	2 of 2	8/30/17	
<input type="checkbox"/> Jessica Lamour	Emory University	Pending	Yes	2 of 2	8/30/17	
<input type="checkbox"/> Kwamena	Emory University	Pending	Yes	2 of 2	8/30/17	

Download all

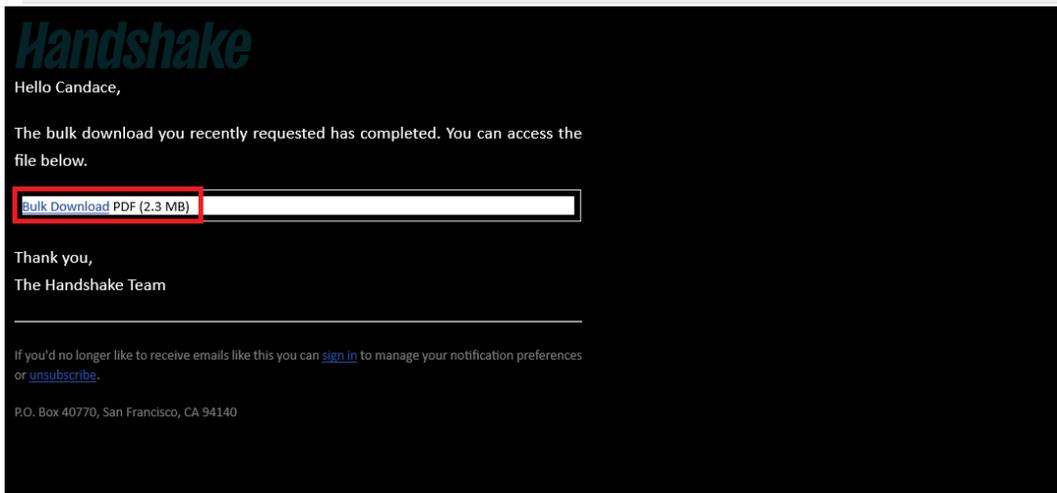
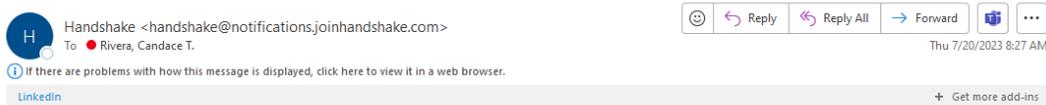
- Download applicant data (CSV)
- Download application packages (PDF)**

Select the application documents (resume, transcript) to include in your application download and click Export.



Selecting export, your download will be sent to your email address on file. Select the bulk download link. A PDF will be downloaded to your computer.

Handshake download: FWS-Administrative/Accounting- Office of Financial Aid Applications



To view and download applicants individually, click on the student's documents to download for review.

Search ^

Type a keyword

Engagement i ^

Invited to apply to this job

Status ^

+ Add Status

- Declined (5)
- Pending (5)
- Hired (1)

12 Applicants

Download all ^

View only those who match my qualifications for

- Graduation Date / School Years
 GPA
 Majors
 Work Authorization
 [Select All](#)

Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input type="checkbox"/> Zurdo Villanueva Olabarrieta	Emory University	Reviewed ^	Yes	2 of 2 ✓	8/30/17	
<input type="checkbox"/> Jessica Rios	Emory University	Reviewed ^	Yes	2 of 2 ✓	8/30/17	
<input type="checkbox"/> Jessica Lamour	Emory University	Reviewed ^	Yes	2 of 2 ✓	8/30/17	

View only those who match my qualifications for

- Graduation Date / School Years
 GPA
 Majors
 Work Authorization
 [Select All](#)

Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input type="checkbox"/> Zurdo Villanueva Olabarrieta	Emory University	Reviewed ^	Yes	2 of 2 ✓	8/30/17	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <ul style="list-style-type: none"> Resume_JE.docx FWS_Student_Employment_Application.docx </div>

You can select the applicant’s document that you would like to download. If you would like to download all of the applicants’ documents, you can select the checkbox by the applicant’s name. The download applicant packages PDF will appear. Select Download application packages. Your download will be sent to your email address on file.

Search ^

Type a keyword

Engagement i ^

Invited to apply to this job

Status ^

12 Applicants

Download all ^

View only those who match my qualifications for

- Graduation Date / School Years
 GPA
 Majors
 Work Authorization
 [Select All](#)

1 of 12 selected Select all Message Students Download applicant packages (PDF) More						
Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input checked="" type="checkbox"/> Zurdo Villanueva Olabarrieta	Emory University	Reviewed ^	Yes	2 of 2 ✓	8/30/17	

You can change the applicant's status in *two separate steps*:

ONE: Click the black Menu icon after the Preferences bar to reveal a drop-down menu. From here you can mark the applicant as *Hired* or *Declined* individually.

All Applicants			Matches All Preferences			Does Not Match All Preferences		
<input type="checkbox"/>	Student First	Student Last	Application Type	School	Job Applied For	Status	Application Date	Preferences
<input type="checkbox"/>	Joe	Sindad	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input type="checkbox"/>	Don	Cornwell	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input type="checkbox"/>	Laura	Garcia	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input type="checkbox"/>	Asia	Waller	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input type="checkbox"/>	Tricia	Herold	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input type="checkbox"/>	Christopher	Park	Job	Emory University	Test position for User Guide	Pending	June 24th 2017	

TWO: Click the boxes in front of multiple students' names and select the blue drop down button in the top right of the page to enter Bulk Actions on All Results and select to either "Mark Applications as Declined" or "Mark Applications as Hired".

Type to search... Saved Searches Unselect All (3)

Status ▾ Label ▾ Not Labels ▾ School ▾ Employer Division ▾ Job Applied For ▾ Job Type ▾ Employment Type ▾
Major ▾ Application Type ▾ Ranges ▾

Emory University (6) x Test position for User Guide (6) x Job (6) x

Export Applicant Data & Email Addresses to CSV
Export all applicant data (email addresses, apply dates, grad dates, and more).

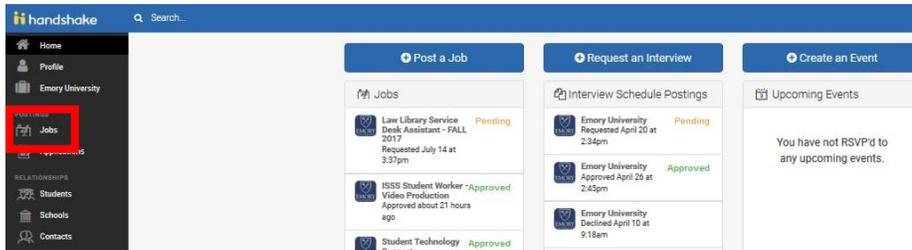
Download Applicant Packages
Download resumes, cover letters, and other documents that you requested.

Showing 6 Applicants
Exclude students with:
 Minimum GPA
 School Year or Graduation Date
 Major
 Work Authorization Status

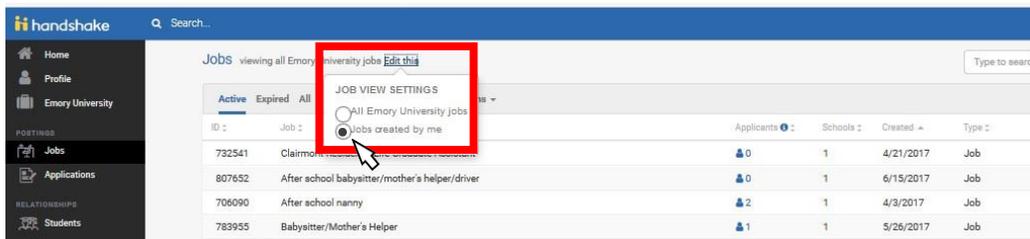
All Applicants			Matches All Preferences			Does Not Match All Preferences		
<input type="checkbox"/>	Student First	Student Last	Application Type	School	Job Applied For	Status	Application Date	Preferences
<input checked="" type="checkbox"/>	Joe	Sindad	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input checked="" type="checkbox"/>	Don	Cornwell	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input type="checkbox"/>	Laura	Garcia	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input type="checkbox"/>	Asia	Waller	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input checked="" type="checkbox"/>	Tricia	Herold	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input type="checkbox"/>	Christopher	Park	Job	Emory University	Test position for User Guide	Pending	June 24th 2017	

RENEWING AN EXPIRED JOB POSTINGS

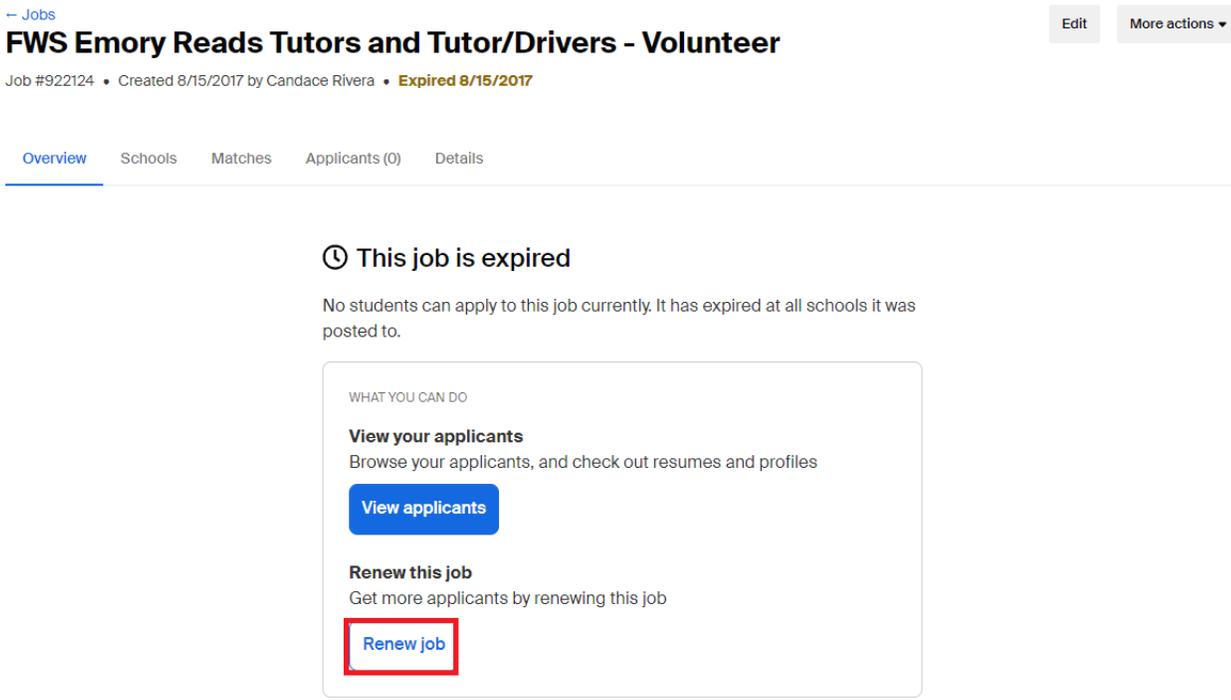
From your home page, click on the link for “Jobs” under the Postings section in the black column.



You are viewing a full list of all the positions currently running on the Emory University account. To view your position(s), click on the “Edit this” link at the top of the screen at the blue Jobs section and select “Jobs created by me” from the drop-down menu. This will populate only your ACTIVE postings.



Filter by the Expired status and open the job you would like to renew and Select renew job.



Skip to the Schools section and edit the Apply start date / Expiration date to your current dates. Then select Save.

Search all of Handshake... Q

Favorites filter applied ▼ Help ▼ Candace Rivera ▼

FWS Emory Reads Tutors and Tutor/Drivers - Volunteer

Schools	Status	Interview on campus?	Apply start date	Expiration date
 Emory University		<input type="checkbox"/>	2023-07-20 09:00 AM	2017-08-15 11:46 AM

Cancel < Basics Details Preferences Schools Preview > Next Delete Save

NOTE: The status of the job will be reset from 'expired' to 'pending'.

If you would like to renew the job posting but would not like the past applicants to be associated with it, you may want to duplicate the job, and then post the duplicated job. (See next section DUPLICATING A JOB POSTING) Duplicating a job will remove all current applications and then once the student applies, you will only see new applications.

DUPLICATING AN EXPIRED JOB POSTING

Follow the instructions above for renewing a job posting up to the last step, where you locate and open the job posting.

To begin, click Jobs from the left navigation bar, then locate the job you'd like to duplicate.

Tip: Use the tabs at the top of the job postings table to switch between displayed results for Active, Expired, All, Declined, Not Posted, or Divisions. Click directly on the title of the job.

On the job overview page, click More Actions in the top-right corner and select Duplicate job.

– Jobs

FWS Emory Reads Tutors and Tutor Drivers --In Person/Remote--Spring Semester

Job #5772346 • Created 12/20/2021 by Candace Rivera • Expired 1/12/2022

Edit More actions ▾

- Duplicate job
- Expire job
- Preview job

Overview Schools Matches Applicants (20) Details

🕒 This job is expired

No students can apply to this job currently. It has expired at all schools it was posted to.

WHAT YOU CAN DO

View your applicants
Browse your applicants, and check out resumes and profiles

[View applicants](#)

Renew this job
Get more applicants by renewing this job

[Renew job](#)

Review the duplicated posting to make changes before you save. The key areas to update are:

EMORY Federal Work
Study Positions

EMORY On-campus
positions (non-Federal
Work Study)

EMORY Employee-Student
Job Network (ESJN)

OXFORD Federal Work Study
and Oxford Work-Ship
Positions

Job Title – If the job is a FWS job, please make sure that FWS is in the beginning of the job title. If you are duplicating a job to create a non-FWS job, please remove the FWS from the job title.

Start Date and End Date -If you are duplicating an old position, the start date and end date must be updated to reflect the current school year start date and end date.

Details- Review your details and make any updates as needed (i.e., if a non-FWS position remove the check in the Work Study box).

Apply Start Date & Apply End Date: Review the default dates that your job is set to open / expire and update them if needed.

Search all of Handshake... 📅 📄 👤 🌐 1 Favorites filter applied ▼ Help ▼ Candace Riv...

FWS Emory Reads Tutors and Tutor/Drivers - Volunteer

Schools	Status	Interview on campus?	Apply start date	Expiration date
 Emory University		<input type="checkbox"/>	2023-07-20 09:00 AM	2017-08-15 11:46 AM

Cancel < Basics Details Preferences Schools Preview Next >

Click Save in the bottom right of the screen.

Important Notes about Handshake

- When creating a Federal Work Study job, you should always put **FWS** in the job title.
- Once you have filled a position or wish to remove a job from student view, you must login to Handshake, go to Job, click on “Edit this,” select jobs created by me, click on the desired job, and under “Menu” (in the right column) select “Expire Job.”
- 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 “Jobs created by me” function.**
- 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 for the student’s HR record to correspond to your Handshake job description.
- 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 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 22, 2023, from 11:00am-3:00pm in the McDonough Field**. RSVP by **August 15, 2023**: via handshake. Reservations will be accepted on a first-come, first-serve basis. If you fill your positions prior to the fair, please email Delicia Lucky (dlucky@emory.edu) to cancel your reservation. If all tables are reserved, employers are welcome to come at 10:00am in case of any no-shows. Employers who do not arrive by 10:00am will be considered a no-show and may have their table given away. Employees will be provided with table space and chairs. The table will be bare, so you may want to bring signs for your table, tablecloths, tape, or banners. Also, feel free to bring hard copies 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 several factors, including the student's determined amount of financial need. The typical award for all eligible students is \$2,500 per year, or \$1,250 per semester.

Please note that a student may earn 100% of his or her award. If a student has been awarded \$2,500 for the year, the student may earn \$2,500 total. The 75% and 25% portions are used behind the scenes for accounting purposes. Do not make the costly mistake of assuming the \$2,500 award maximum refers only to your department's 25% 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 consider 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 with 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 with 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 \$13.50 and \$15.00 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 \$15.00/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.

RECOMMENDED ON-CAMPUS FWS PAY SCALE				
Pay Level	1	2	3	4
Wage/Hour	\$13.50	\$14.00	\$14.50	\$15.00

Pay Level 1

Job requires little or no prior work experience. Students perform simple duties. Students work under direct supervision and instruction. Does not entail supervision of others. Students work during normal business hours.

Pay Level 2

Student with some prior work experience or demonstrated skill preferred but not required. Students perform 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, but is always under supervision. Students work 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. Students perform non-routine job duties; duties may be technical in nature. Must demonstrate good judgment and independent decision making. Students required to work in stressful areas, 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. Students should always be under supervision.

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**Off-Campus: The OFA does mandate that all off-campus undergraduate FWS students be paid an hourly wage between \$13.50 and \$14.50 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 of that organization without exception.

| <b>OFF-CAMPUS UNDERGRADUATE FWS PAY SCALE</b> |                           |                        |
|-----------------------------------------------|---------------------------|------------------------|
| <b>Pay Level</b>                              | <b>Freshman/Sophomore</b> | <b>Junior/Senior +</b> |
| <b>Wage/Hour</b>                              | <b>\$13.50</b>            | <b>\$14.50</b>         |

**For an off-campus organization, it cannot pay a student more than \$13.50 or \$14.50 an hour.**

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Days and Hours FWS Students May Work

FWS students **may begin working as early as August 23rd, 2023**. Please refer to the *Classes Begin* dates on the Registrar's academic calendar (*diag. 16*). 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 August 23rd, 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 11th, 2024**. If a student has been awarded FWS for the fall semester only, the student may work until the Friday before the end of the fall term. Please refer to the *Classes End* date on the Registrar's academic calendar (*diag. 16*).

The OFA reserves the right to modify the program's 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 8 – 21 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 students may **NEVER** work during any University closures (**including inclement weather days**).

The University holidays for the 2023-24 academic year are:

- Monday, September 4, 2023 (Labor Day)
- Thursday, November 23, 2023, and Friday November 24, 2023 (Thanksgiving)
- Friday, December 22, 2023, and Monday, December 25, 2023 (Christmas)
- Tuesday, December 26, 2023, Wednesday, December 27, 2023, and Thursday, December 28, 2023 (Winter Access)
- Friday, December 29, 2023, and Wednesday, January 1, 2024 (New Year)
- Monday, January 15, 2024 (Martin Luther King Jr. Day)

EMORY UNIVERSITY 2023-2024 ACADEMIC CALENDAR

Approved: 9/8/2022 Updated 6/5/2023

FALL 2023 ²	BUSINESS		NURSING		GRADUATE SCHOOL ¹	LAW SCHOOL	PUBLIC HEALTH ¹	THEOLOGY SCHOOL ¹	EMORY COLLEGE	OXFORD COLLEGE
	GRADUATE BUSINESS ¹	UNDERGRAD BUSINESS	GRADUATE NURSING	UNDERGRAD NURSING ¹						
Pre-term Session	Aug 7 - 22	N/A	N/A	N/A	Aug 7 - 22	Aug 11 - 12	Aug 14 - 18	Aug 7 - 22	N/A	N/A
Degree Application Opens - Online	9-Aug	9-Aug	9-Aug	9-Aug	9-Aug	9-Aug	9-Aug	9-Aug	9-Aug	9-Aug
Classes Begin - Regular Session	23-Aug	23-Aug	23-Aug	23-Aug	23-Aug	14-Aug	23-Aug	23-Aug	23-Aug	23-Aug
Schedule Change Ends - Regular Session	30-Aug	6-Sep	30-Aug	6-Sep	6-Sep	21-Aug	30-Aug	30-Aug	6-Sep	6-Sep
Labor Day (no classes)	September 4									
Fall Break	October 9-10									
Grading Basis Change Deadline - Regular Session	N/A	11-Oct	11-Oct	11-Oct	11-Oct	11-Oct	11-Oct	N/A	11-Oct	11-Oct
Date of Record - Census Date	October 12									
Spring 2024 Pre-Registration Begins	Refer to Individual School Calendars for Actual Dates (University Allowable Start Date is Oct 23, 2023)									
Degree Application Deadline (online application closes)	31-Oct	31-Oct	31-Oct	31-Oct	31-Oct	31-Oct	31-Oct	31-Oct	31-Oct	31-Oct
Thanksgiving Recess (no classes)	Nov 22 - 24	Nov 22 - 24	Nov 23 - 24	Nov 23 - 24	Nov 23 - 24	Nov 23 - 24	Nov 23 - 24	Nov 23 - 24	Nov 22 - 24	Nov 22 - 24
Classes End - Regular Session	5-Dec	5-Dec	5-Dec	5-Dec	5-Dec	20-Nov	5-Dec	5-Dec	5-Dec	5-Dec
Exam Period	Refer to individual School Calendars for Exam Period Schedules and to the Housing Calendar at Atlanta and Oxford for Residence Hall Closings (Most exams will be held at some point between Dec 6-16; Law between Nov 29 - Dec 8)									
End of Term	December 16									

¹Refer to Individual School Calendars for Specific Program and Session Dates: Business, Nursing, Graduate School, Law School, Public Health, Theology, School of Medicine

²Please refer to individual school calendars for information about orientation events and activities.

Spring 2024 ²	BUSINESS		NURSING		GRADUATE SCHOOL ¹	LAW SCHOOL	PUBLIC HEALTH ¹	THEOLOGY SCHOOL ¹	EMORY COLLEGE	OXFORD COLLEGE
	GRADUATE BUSINESS ¹	UNDERGRAD BUSINESS	GRADUATE NURSING	UNDERGRAD NURSING ¹						
Pre-term Session	Jan 2 - 14	N/A	N/A	N/A	Jan 2 - 14	N/A	Jan 2 - 14	Jan 2 - 13	N/A	N/A
Degree Application Opens - Online	3-Jan	3-Jan	3-Jan	3-Jan	3-Jan	3-Jan	3-Jan	3-Jan	3-Jan	3-Jan
Martin Luther King Holiday (no classes)	January 15									
Classes Begin - Regular Session	17-Jan	17-Jan	16-Jan	16-Jan	17-Jan	8-Jan	16-Jan	16-Jan	17-Jan	17-Jan
Schedule Change Ends - Regular Session	25-Jan	30-Jan	24-Jan	29-Jan	30-Jan	16-Jan	24-Jan	24-Jan	30-Jan	30-Jan
Degree Application Deadline (online application closes)	16-Feb	16-Feb	16-Feb	16-Feb	16-Feb	16-Feb	16-Feb	16-Feb	16-Feb	16-Feb
Grading Basis Change Deadline - Regular Session	N/A	1-Mar	1-Mar	1-Mar	1-Mar	1-Mar	1-Mar	N/A	1-Mar	1-Mar
Date of Record - Census Date	March 4									
Spring Break	March 11 - 15									
Fall 2024 Pre-Registration Begins	Refer to Individual School Calendars for Actual Dates (University Allowable Start Date is Mar 25, 2024)									
Classes End - Regular Session	29-Apr	29-Apr	29-Apr	29-Apr	29-Apr	22-Apr	29-Apr	29-Apr	29-Apr	25-Apr
Exam Period	Refer to individual School Calendars for Exam Period Schedules and to the Housing Calendar at Atlanta and Oxford for Residence Hall Closings (Most exams will be held at some point between Apr 30 - May 10; Law between Apr 23 - May 3)									
Commencement	May 13, 2024									May 11, 2024

¹Refer to Individual School Calendars for Specific Program and Session Dates: Business, Nursing, Graduate School, Law School, Public Health, Theology, School of Medicine

²Please refer to individual school calendars for information about orientation events and activities.

Diagram 16: The Emory Registrar's calendar for the 2023-24 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 is 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 employees. 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 25% by the hiring department and 75% 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 25% departmental expense.

By clicking View/Edit on an individual timecard, you will see the offered FWS award total, and an "as of date" of the payroll date used to determine the Work-Study Balance. The Work-Study Balance is not in real time. It is based on the earnings from the prior payroll.

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.



Timecards for All Employees

Name	Empl/Rcd	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard	# Of Adjustments	Work/Study Balance
		62.75					9.00		71.75	View/Edit	0	
		2.00							2.00	View/Edit	0	\$1658
		14.25							14.25	View/Edit	0	\$1713
		4.50							4.50	View/Edit	0	\$2104
										View/Edit	0	\$133
		4.00							4.00	View/Edit	2	\$2175
		2.00							2.00	View/Edit	0	\$849
		9.00							9.00	View/Edit	0	\$1217
		19.00							19.00	View/Edit	3	\$718
										View/Edit	0	\$1526
		7.25							7.25	View/Edit	0	\$688
		5.00							5.00	View/Edit	1	\$1609
										View/Edit	0	\$1594
		6.25							6.25	View/Edit	2	\$65

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 can be requested from the Student Employment Office (dlucky@emory.edu or ctriver@emory.edu).

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. 18*) 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 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 \$13.50/hour.

	<u>Our Example</u>	<u>Your Student Worker</u>
Enter the amount of the student's FWS award remaining for the semester	\$1250 fall award	
and divide by	÷	÷
the student's pay rate per hour	\$13.50 per hour	
which equals	=	=
the total number of hours the student can work this semester.	92.59 total hours	
Take the above number and divide by	÷	÷
the number of weeks remaining in the semester	16 weeks	
which equals	=	=
the average number of hours the student should work per week	5.8 hours per week	

Therefore, the student should work an average of about 5.8 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) **The 7-digit Job Tracking Number from Handshake is required for the HR Web Form.**
- 3) Please double check that you have updated the description with correct dates, pay rates, etc.
- 4) **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.
- 5) You may wish to set up an **automatic lunch deduction** for your FWS students. Please refer to the Kronos Timekeeping chapter for more information.
- 6) **Standard Hours** and **Compensation Rate** must fall within FWS guidelines.
- 7) **Do not select Off-Site Clock-In Allowed** unless you are hiring a student for remote only work or as a Hybrid.
- 8) **Do not select Shift Eligibility.** Students are not eligible for shift differential, and any incurred charges will be charged back to the department.
- 9) When hiring FWS students, you only need to **enter information for the 25% distribution** for which the department or organization is responsible. **Do not enter the 75% distribution** which is covered by federal aid – it will be set up for you automatically.
- 10) When the Speed Type 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 Speed Type. This occasionally occurs when a grant or limited fund is assigned to fund student earnings. Sometimes this occurs when a previous year Speed Type is entered to pay FWS, but is discontinued at the start of the fiscal year. **To return the FWS to a 25% departmental charge you must update the assigned Speed Type in HR Web.**

- 11) 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.
- 12) **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.

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 Job Posting – Application Open) 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 2023-24 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 2023 and Spring 2024 hiring sessions. Off-campus students must make an appointment to attend a hiring session. 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 2023-24 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 completed 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 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)	December 31, 2012 and January 1, 2013 (New Year)
November 22-23, 2012 (Thanksgiving)	January 21, 2012 (Martin Luther King Day)
December 24 and 25, 2012 (Christmas)	April 29, 2013 (Last day of <u>Spring</u> 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/liaison. 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*.

Future Terms
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:
 Empl Rcd Nbr:
 Last Name, First Name:
 First Name:
 Last Name:
 National ID:

[Basic Search](#)  [Save Search Criteria](#)

- 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.

Future Terms

EMP	ID:	Empl Rcd #:
Emory Job Data		Find First ◀ 1 of 4 ▶ Last
EmplID:	Empl Rcd Nbr:	Effective Date:
		Future Termination Date: <input type="text" value="05/14/2011"/> 
	Future Termination Reason: <input type="text" value="G"/> 	TMP - End Temp Employment

Please note that **Reason G (*TMP – End Temp Employment*)** should be the only reason used for FWS students when submitting a termination request.

- 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.

Job Summary

EMP	ID:	Empl Rcd #:
-----	-----	-------------

Campus Mail Location Find 1 of 2

Eff Date: 03/06/2011
Campus Mail Loc: 2420-001-1AB

Primary Dept and Pay Check Location Find 1 of 8

Company: EUV Primary Department ID: 035000
Eff Date: 03/06/2011 Pay Check Dist Loc: 2420003

First Start Date: 03/06/2011
Last Start Date: 03/06/2011
Service Date: 04/04/2010
Term Date:
Vac Hours Bal:
Sick Hours Bal:

Job Information Find | View All First 1 of 4 Last

Eff Date: 03/06/2011	Company: EUV	Dist type: N	Salary Grade: 099
Action: REH	Location Code: 1599001		Elig Config 1: PTTEMP
Rsn Code: REH Rehire	Dept Id: 035000	Dev & Alumni Rel-Annual Giving	Std Hours: 20.00
Act Date: 03/11/2011	Job Code: 9900	Undergrad Student Employee/BW	FTE: 0.500000
Supervisor:	Empl Class: 8	Student employee	Future Term Date: 05/09/2011
Comp Freq: H Hourly	Empl Status: Active		Future Term Rsn: TMP - End Temp Employment
Comp Rate: 10.400000			
Annual Rate: 10,816.000			

Account	Percent of Distribution

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 of 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 for the employees to be paid.

The Kronos system is a web-based clocking system. Employees must login to the web 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.

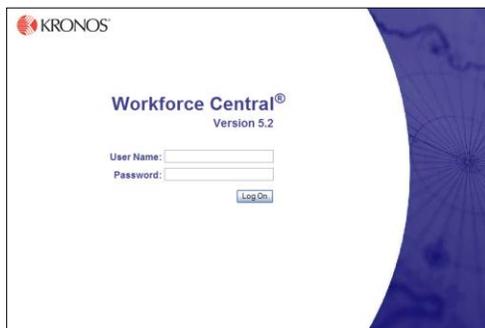


Diagram 19: The Kronos Workforce Central login screen. Login accessible only by timekeepers.

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## 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 web-based clocking system. Employees must login to the web 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 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.

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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 student employee** must go to the website: <http://kprod.cc.emory.edu> login with their username and ID and then choose the appropriate job (Kronos ID) to record their time.
- 2) After recording their time for the appropriate Kronos job ID, log out.

The Kronos system rounds employees' time up or down to the nearest 16-minute increment.

For example, 8:07am will be round to 8:00am, while 8:08am will be 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.**

<u>Pay Configuration</u>	<u>Length of Lunch Deduction</u>
0101	One Hour Lunch
0102	Half Hour Lunch
0103	45 Minute Lunch
0104	No Lunch

Regardless of 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 login to Kronos to record their lunch.

Important Notes about Kronos

- Please keep Kronos IDs confidential. Under no circumstances may one employee clock for another.
- All on campus and off campus student employees must use Kronos on the web to clock in and out.
- If a student clocks into Kronos but forgets to clock out, clock in, or both, then student 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 it closely. Ultimately, some sort of system must be worked out between the timekeeper and supervisor to verify information.
- Timekeepers can run a variety of reports which supervisors may find useful. The Punch Origin report allows you to see what 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 12:00pm 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 in remotely unless their job is a **remote only** or **hybrid** position. Verify that students are reporting to work, and do not allow them to work unsupervised. Run the Kronos Punch Origin report to ensure the clocking internet addresses 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.

2023-24 FWS PAYROLL SCHEDULE		
Pay Period	Payroll Monday	Pay Day
<i>FALL 2023</i>		
08/20/2023 - 09/02/2023	09/05/2023	09/8/2023
09/03/2023 - 09/16/2023	09/18/2023	09/22/2023
09/17/2023 - 09/30/2023	10/02/2023	10/06/2023
10/01/2023 - 10/14/2023	10/16/2023	10/20/2023
10/15/2023 - 10/28/2023	10/30/2023	11/03/2023
10/29/2023 - 11/11/2023	11/13/2023	11/17/2023
11/12/2023 - 11/25/2023	11/27/2023	12/01/2023
11/26/2023 - 12/09/2023	12/11/2023	12/15/2023
12/10/2023 - 12/23/2023	12/26/2023	12/28/2023
12/24/2023 - 01/06/2024	01/08/2024	01/12/2024
<i>SPRING 2024</i>		
01/07/2024 - 01/20/2024	01/22/2024	01/26/2024
01/21/2024 - 02/02/2024	02/05/2024	02/09/2024
02/04/2024 - 02/16/2024	02/19/2024	02/23/2024
02/18/2024 - 03/02/2024	03/05/2024	03/09/2024
03/04/2024 - 03/16/2024	03/19/2024	03/23/2024
03/18/2024 - 03/30/2024	04/02/2024	04/06/2024
04/01/2024 - 04/13/2024	04/16/2024	04/20/2024
04/15/2024 - 04/27/2024	04/30/2024	05/04/2024
04/29/2024 - 05/11/2024	05/14/2024	05/18/2024

Diagram 20: The 2023-2024 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 Emory, but they must also provide original copies. Original copies should be mailed or hand delivered to Emory at the end of each term. The original copies of off-campus timesheets will be maintained by Emory 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 request the 2023-24 Manual Timesheet Packet at the following website:

<https://studentaid.emory.edu/resources/forms.html>

Another option for students inquiring about their hours is to direct them to the **Emory Timecard Adjustment System Website**, accessible at <https://apps2.hr.emory.edu/timecard/authenticate.html> and then go to Reports and then Clocking Transaction Report (*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.**

Clocking Transaction Report

Employee: ViewAll

Begin Date:

End Date:

[Submit Query](#)

Diagram 21: The Emory Timecard Adjustment System under Reports and Clocking Transaction Report.

Chapter 8: Supervising Federal Work-Study Students

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 has responsibility for the following:

- To provide adequate orientation and on-the-job training for 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*.
- **Student Employment Office Information** – Include the current and correct *Handshake 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:

<https://studentaid.emory.edu/resources/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 during National Student Employee week and will be featured on the Office of Financial Aid website. 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:

<https://studentaid.emory.edu/undergraduate/types/student-employment/student-eoy.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 studying 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. **Currently, FWS students may work from home. It is the responsibility of the supervisor to ensure that the student is working when a student is working remotely. Students are not permitted to travel as FWS student employees.**

Students working at off-campus locations and remote only positions, or Hybrid positions should be given access to the off-campus Kronos clocking in option. Students who are unable to log into Kronos due to a special circumstance should report the missed clocking transaction to the timekeeper. **On-campus students should be clocking in and out for their shift 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 working. For on-campus student employees, they should only be clocking in from a designated computer in the department. Clocking in from any other internet address is a red flag 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. If you leave the distribution blank, the system will default on the split that was set up in HR Web or you can manually calculate the 25%/75% pay distribution split and enter them 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.

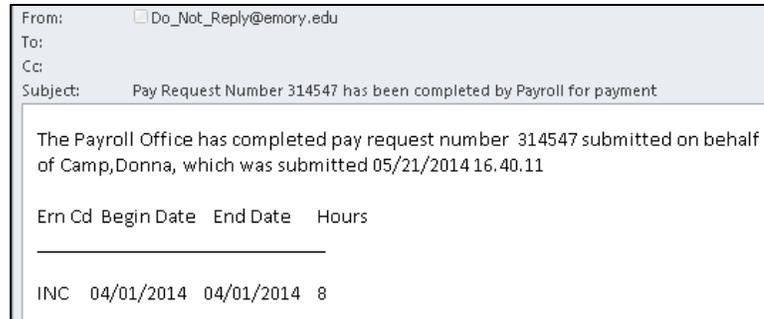


Diagram 22: pay request notification.

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 Speed Type – never submit bonus pay to the FWS Speed Type – and the pay request earn code should be SPC.

Retroactive Salary Transfers (RST)

Retroactive Salary Transfers involving the FWS speed type 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 COMPASS, and notify the designated department account approver for review and approval. Departmental RST request submitted in COMPASS, charging the FWS Speed Type, will not be approved until reviewed by the OFA Assistant Director of FWS. When departments identify cases where their Speed Type is overcharged, it 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%.

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. If 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 set up to prevent managers from hiring a student for 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

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.

Supervisors can use the Emory Timecard Adjustment System or the Award Tracking Sheet to track the earnings of their student employees. **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 termination.** For example, if a student's last day of work at a position is 05/11/2024, the termination's effective date should be 05/12/2024.

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, 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 processed 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 it to OFA.** Off-campus supervisors should send any termination documentation to the Student Employment Office, 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 provides 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 based on 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

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, and work with the OFA to 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 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 was 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!

NOTES
