2019-20
FEDERAL WORK-STUDY
SUPERVISOR WORKSHOP

Office of Financial Aid
AGENDA

• Overview of Federal Work Study Program
• Handshake Overview
• Hiring Process
• Kronos Policies/Process
• Rights/Responsibilities (Student/Employer)
• Student Employee of the Year
• Misc. Information
• Job Posting – Handshake Summary
• Announcements
• Questions
OVERVIEW OF FWS

The Ins and Outs of the Program
THE FEDERAL WORK-STUDY PROGRAM

- Administered by the Office of Financial Aid (OFA)
- Creates part-time employment opportunities for students and provides service to the local community
- Awarded as part of a student’s financial aid package to students determined by the federal government to have need (students must apply for financial aid)
- Students are “awarded” an amount of money by the Office of Financial Aid, but must work to earn it
- Federal government funds 70% of wages for Federal Work-Study (FWS) jobs, while employers pay only 30%
TYPES OF FWS EMPLOYMENT

• **On-Campus FWS** (70% Federal Funding/30% Department Funding)

• **Off-Campus Affiliate FWS** (70% Federal Funding/30% Affiliate Funding)
  - Emory contracts with select non-profit and government organizations to offer community service oriented FWS at off-campus locations.

• **Multiple FWS Employment**
  - Students may hold only **one** FWS job at a time, although they may hold non-FWS jobs simultaneously. The one exception in which a student may hold two FWS jobs simultaneously is if one job is an **Emory Reads tutor** which has a different department number.

• **Emory Reads Tutoring** (100% Federal Funding)
  - Emory Reads is a program which sends Emory students to local elementary schools to provide one-on-one literacy and math tutoring.

Other types of non-FWS student employment exists, including non-FWS biweekly student employment (job code 9900, which is paid 100% by the department). Please contact HR Data Services for more info on other types of employment.
The typical award for all students is $2,500/year.

When hiring an on-campus student in HR Web, the summary page will show the amount of FWS which has been awarded to the student per semester. It does not take into account previous earnings if a student has already worked a FWS during the academic year. Please check on the current amount of a student’s award by contacting the OFA.

The off-campus organization supervisor and liaison will be notified of a student’s exact award in the Hiring Approval Email.

Ask your student employees to notify you if at any point they change their FWS awards/financial aid packages.

Students earn 100% of the FWS award. The 70/30 split is used for accounting purposes only. If a FWS student has reached the maximum amount awarded, he/she must be terminated, regardless of how much has been paid from the departmental account.
DAYS STUDENTS MAY WORK

• Students may begin working as early as the first day of class – August 28.

• Students may work through May 9, 2020 OR until a student earns the maximum award.
  • HR Term date is May 10, 2020

• Actual start date may not occur before receiving a hiring approval email
  • On-campus, from HR Data Services
  • Off-campus, from OFA

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

• Students with spring-only FWS awards may begin working January 14.

• Program start and end dates may be changed at the discretion of the OFA. In this event, supervisors will be notified ASAP.
DAYS & HOURS

• Periods of enrollment: Maximum of 20 hours per week at ALL Emory jobs. If during a period of enrollment, the student works more than 40 hours, the department/off campus employer will be charged 100% of earnings.

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

• Overtime will be charged back 100% to the department/off campus employer.

Students may work during breaks, but never on Emory holidays:

- September 2, 2019 (Labor Day)
- November 28-29, 2019 (Thanksgiving)
- December 24 and 25, 2019 (Christmas)
- December 26, 27, and 30 2019 (Winter Recess)
- December 31, 2019 and January 1, 2020 (New Year)
- January 20, 2020 (MLK Day)
FEDERAL WORK-STUDY PAY SCALE

- **On-campus pay rate is $7.50 - $11.00 per hour**
  - Within these ranges, FWS pay rates are at the discretion of the supervisor.

- **Off-campus pay rate is**
  - $8.00, Freshman/Sophomore
  - $9.00, Junior/Senior

- If you wish to pay a student outside of these ranges, you must hire the student as non-FWS.
HANDSHAKE
OVERVIEW

The Search For Student Employees
Handshake is Emory’s student job posting database. Emory departments are able to post and recruit on-campus part-time positions for the following student populations:

- Undergraduate Federal-Work Study students
- Undergraduate students in the College and Goizueta Business School (non-FWS)
- Graduate students from Laney Graduate School (non-FWS)
- Graduate students from Candler (FWS and non-FWS)

Your employer Handshake account with “Emory University Part-Time Jobs” allows you to post Federal Work Study positions, part-time on-campus positions for your department, and/or private part-time positions for your personal work-life balance interchangeably. An Emory email address is required for each contact. The Career Center is responsible for approving on-campus part-time positions and Employer-Student Job Network positions within 2 business days. The Office of Financial Aid is responsible for approving and maintaining all federal work study positions.
THE HIRING PROCESS

Making The Interviewee An Employee
THE ON-CAMPUS HIRING PROCESS

- Student employees complete an online orientation the first year of work, or after not working for a certain number of months.
  - Student Website: [http://apps.hr.emory.edu/Orientation](http://apps.hr.emory.edu/Orientation)
  - Employer Website: [https://apps.hr.emory.edu/Prestart](https://apps.hr.emory.edu/Prestart)

- HR Web Student Hire Software
  - FWS students must be hired using job code 9998
  - Job code 9998 requires a 8-digit Job Tracking ID which corresponds to the 7-digit Job ID from Handshake. [Add a zero to the front of the job ID when hiring in HR Web.](#)
  - **Job Start Date** must be first day of class or after; **End Date** is the Saturday after the last day of the term or before.
  - **Standard hours and compensation rate** must fall within FWS guidelines.
  - Do not select Off-Site Clock-In Allowed.
  - Do not select Shift Eligibility (students are not eligible for shift differential).
  - Only enter the 30% department account row. The 70% is entered automatically.
  - **Students may not begin working under any circumstance prior to the hiring manager receiving an approval email from HR Data Services.**
  - To hire DACA students contact the OFA.
  - Hiring can begin on **8/12/19**.
  - Graduate students and FWS??
THE ON-CAMPUS HIRING PROCESS

• Hiring Students Under 18
  • There is no longer a work-permit requirement

• Department default Speed type charged 100% when the assigned 30% account runs out of funds, or is deactivated
  • The payment distribution can only be manually corrected in HR Web by updating the Speed type.

• Data Services HR Web Training Sessions:
  • Tuesday, August 6th
  • Thursday, August 8th

If you need to learn how to or a refresher on how to hire in HR Web. Please contact Data Services to sign up.
THE OFF-CAMPUS HIRING PROCESS

• The organization must post the job in Handshake.

• The organization recruits, interviews and selects the student.

• The organization provides a **2019-20 Student Selected For Hire Form (SSFH)** and **Fall Hiring Schedule** to the selected student, and sends the student to attend a hiring session at the OFA.

• Student will attend a group hiring session (he/she does not need to RSVP) and then complete the necessary Emory online orientation. Once a student completes the orientation, the OFA will finalize the hiring.

• Student will be turned away from hiring session if
  • They do not have a 2019-20 FWS award as part of their financial aid package
  • They do not have a 2019-20 SSFH form or have an incomplete form
  • They do not have proper forms of ID to complete the I-9
  • They are late
Students may not begin working under any circumstance prior to the official start date included in the Hiring Approval Email from the OFA.

Hello,

Congratulations! Claire Dooley has been approved to begin Federal Work-Study on Wednesday, August 23, 2017, at an hourly pay rate of $8.00. This student has been awarded $1250 for the fall semester and $1250 for the spring semester. The student’s last day of work for the spring semester will be either May 11th, or the date the student earns the $2,500.00 that he or she has been awarded for the academic year (whichever comes first).

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

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

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

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

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

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

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

If you have further questions or concerns, please contact our office.
There are no exceptions to the rule that everybody likes to be an exception to the rule.

Last day to hire FWS students – **No exceptions**

Spring term: March 13th
FWS student employees, as Emory biweekly employees, must clock all hours into the Kronos system and be paid hourly at the pay rate set in the employee’s HR job record.

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

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

- Emory uses the Kronos system for the timekeeping and paying of all Emory biweekly employees, including FWS students. It is mandatory that these employees enter all hours worked into the Kronos system.

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

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

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

Off-Campus Students will be given their Kronos ID by email.

- Off-campus students may begin working on their official start date even if they have not received the Kronos Approval Email.

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Hello,

You have been approved to begin using the Kronos system to record time worked on the Emory Federal Work-Study Program. Off-Campus students are required to keep updated timesheets as record of hours worked. Any missed times must be logged into Emory Timecard Adjust System (ETAS). These times must also be recorded on your timesheets. You may begin using Kronos on Wednesday, August 23, 2017. Your employee number is 112223300.

To be paid for hours already worked enter times into ETAS. **These times must be submitted by 9:00am on at the latest in order to be paid out on the upcoming pay day.** Late corrections will not be paid on the upcoming Friday Pay Day but paid on the next pay period.

Please only use this number for this specific job (Off-Campus FWS – Department 981220). If you have another Emory job, you will need to contact your other timekeeper to determine that job’s Kronos number and to report errors for that job. If working multiple jobs, please look for the department number listed on Kronos error messages.
USING THE KRONOS SYSTEM

- On-Campus students call 2-6666, enter the Kronos ID given by the timekeeper for that job, and enter a clock code.

- Off-Campus students call 404-712-9350 from a land line at the organization they are working at, enter the Kronos ID from the OFA’s email, and enter a clock code.

- Kronos rounds to the nearest 16-minute increment

- A pay configuration can be entered in HR Web so that students will automatically have a lunch deducted after working 6.5 consecutive hours.
IMPORTANT NOTES ABOUT KRONOS

- No employee may clock out for another.

- Ability to clock from an off-campus number is reserved for students employed by off-campus organizations and other special cases.

- When a student forgets to enter one clock code (either in or out), or both, the missed times must be entered into the Emory Timecard Adjustment System (ETAS), at
  - https://apps2.hr.emory.edu/timecard

- Missed clocks by the student should only be an exception—not a regular occurrence
  - Frequent missed clocks is subject to loss of FWS funding

- Timekeepers and supervisors must communicate and put a system in place to review students’ times and approve payroll.
  - OFA may request a supervisor signed, approved timesheet for any student, any pay period
IMPORTANT NOTES ABOUT KRONOS

- Timekeepers can run a variety of reports, including:
  - Punch Origin – shows phone number used to make an entry
  - Time Detail Report – complete list of clocking entries for employees
  - Hours By Labor Account – shows which pay codes are being used to pay employees. All hours should appear as regular (REG) pay. Any payments that are not REG pay or retroactive (RET) pay will be charged back.

- Timekeepers must approve timecards on a biweekly basis (see the 2019 and 2020 Payroll Schedule).

- Abuse of the Kronos system is a serious offense, especially for off-campus students. Remove temptation from your student workers:
  - Do not give students ability to clock off-campus unless necessary.
  - Verify students are reporting to work.
  - If supervising on-campus FWS employees:
    - Run Punch Origin report to ensure clocking calls are made from campus.
    - Supervisors should review students’ timecards each biweekly pay period before approval.
    - Students must record their hours on manual timesheets in addition to Kronos.

- Students may only be paid regular hourly pay, or if necessary retroactive hourly pay. Any other types of pay codes appearing in a student’s labor report (including overtime or holiday pay) will be charged back in full to the department or organization.
MANUAL TIMESHEETS

- Students **must** record their hours on manual timesheets in addition to using the Kronos system.
- Timesheets are available on the OFA website.
- Each biweekly pay period has its own tab along the bottom.
- **Off-campus affiliate:**
  - The FWS Assistant will email a copy of student times biweekly, to be signed by the supervisor, and mailed back to OFA.
  - Send all timesheets at the end of each semester ends.
  - An original signature is required on timesheets.
- On Campus departments must have a manual timesheet in the student’s file.
FWS AWARD TRACKING

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

- Supervisor tracking spreadsheets by request only
- View the Remaining FWS Balance in ETAS (on campus only)
- Collect manual timesheets from students

Students can track their award earnings in the following ways:

- Manual timesheets
- Log into the Emory Time Adjustment System
- Emory Finance Web to view their Kronos clocking reports
- Emory HR Web to view gross earnings on current and past paychecks
• FWS funds are awarded on a semester basis. If students earn more than the fall amount, they will begin to **dip into** their spring awards. Students who do not earn their entire fall award usually will have the remainder **rolled** over to the spring.

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

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

• Recommended Hours/Week Formula (see supervisor handbook)

• Supervisor Tracking Spreadsheets (Contact OFA)
### Tracking FWS Earnings

Clocking Transaction Report
- Finance.emory.edu, under Payroll, Time and Attendance, Reports
- Confirm dates, times and clocking locations
- Accessible by students

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<th>Date</th>
<th>Clock In</th>
<th>In Location</th>
<th>Clock Out</th>
<th>Out Location</th>
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**Total:** 14.75
It is the responsibility of the hiring department or organization to provide adequate supervision for their FWS student employees.

Students are not permitted to work unsupervised.

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

Students may not work from home.

Students may not travel as FWS employees.

Under most circumstances, students should clock in and out from their shift from their on-campus place of employment.

Students may not work from anywhere else without physically reporting in and out for the job.

It is the supervisor’s responsibility to verify that the student is reporting to work.
EMPLOYEE EVALUATIONS

- Form available on OFA website.
- Must be completed once annually for FWS students, prior to termination.
- Evaluations must be reviewed with the student.
- Do not send to the OFA, but store in the personnel file.

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Emory Federal Work-Study
Student Employee Evaluation Form

Student Employee’s Name: ___________________________ Job Title: ___________________________

Department: ___________________________ Dates Employed: _______/_____/______ – _______/_____/______

Certification Statement
I have reviewed and understand the Student Employee Evaluation below.

Student Employee’s Signature ___________________________ Date __________
Supervisor’s Signature ___________________________ Date __________

A: List the principal functions or duties of the student and rate accordingly

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<th>Commandable</th>
<th>Satisfactory</th>
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Each student employee needs a file and it must be *stored for 3 academic years* in the department files.

FWS Personnel Files Checklist:

- HR Web Summary Page
- HR Hiring Approval Email
- Handshake job posting (ID and Department must match HR Web Job ID number)
- Annual evaluation
- Any changes to HR data record
- Supervisor signed timesheets
- Personnel files for Off-Campus FWS will be managed by OFA.
**STUDENT RIGHTS & RESPONSIBILITIES**

**Student Rights**
- Award amount and pay rate
- Specific job description
- Work schedule and expected hours
- Adequate training to perform duties
- Safe and sanitary work environment
- Regular supervision and review of work performed
- Clear explanation of the Kronos system and the procedure for being paid
- Instructions on how to report an absence from work

**Student Responsibilities**
- Understand job responsibilities and supervisor’s expectations
- Perform tasks efficiently and timely
- Arrange a work schedule with the supervisor
- Notify the supervisor in case of absence
- Accurately document work hours
- Track FWS earnings and monitor remaining award
SUPERVISORS RIGHTS & RESPONSIBILITIES

**Employer Rights**
- To have assigned tasks completed correctly and timely
- To have students record their time accurately
- To expect students to adhere to a regular work schedule
- To be notified immediately in case of absence from work

**Employer Responsibilities**
- To clarify required hours of work
- To communicate pay rate
- To set expectations of quality/quantity of work
- To explain all office policies which are applicable
- To ensure students are hired/terminated properly
- To ensure students do not work prior to HR approval or past termination date
- To discuss performance issues with student
- To ensure proper payroll process is followed
- To track FWS awards and terminate students once award is exhausted
- To communicate with HR reps, timekeepers, students
- To maintain personnel file on every FWS worker
STUDENT EMPLOYEE OF THE YEAR

- National Student Employee week is held the 2\textsuperscript{nd} week of April.
- FWS and non-FWS student employees may be nominated.
- The winner will be awarded a $1,000 scholarship from OFA.
- The Emory Student Employee of the year will be entered into the regional competition, for a chance at an additional $1,000 scholarship, and the possibility of being selected as the regional winner nominee submitted for the national competition.
- There is no limit to the number of students a supervisor can nominate. Students must be employed for 6 months of the academic year.
**Changing FWS Jobs – On-Campus**

- The HR system will not allow a student to be hired into 2 FWS positions (Except for Emory Reads).
  - Student gives notice to employer
  - Old employer begins termination process
  - Once termination is complete old employer notifies student and new employer so that rehire process may be initiated
  - Student may begin working once new employer receives HR approval
  - New department must ensure student begins using the new Kronos code

**Terminations**

- On-campus supervisor must terminate students immediately once they have exceeded their awards or stopped working.
  - Off-campus affiliate organization must notify OFA immediately once a student has stopped working, or wishes to be terminated.
  - No-shows should be terminated within 2 weeks
  - Please terminate students ASAP when you receive the Award Exceeded email from the OFA.
  - Employees may not work on the day of termination
  - Kronos is separate from HR Web, and is not deactivated when termed
• **Retroactive Payments** – Must be submitted through HR Web. Contact OFA or Payroll Department for more information.

• **Retroactive Salary Transfers (RST)** will be performed by the OFA. If it has been determined that the department didn’t setup the 30%, the department will be communicated to by OFA to submit a RST to recoup the 30%.

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

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

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

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

- **Grievances** – See grievance policy in manual and contact OFA if necessary
- **Commitment to Equal Opportunity**
- **Changing Personnel** – Notify the OFA if the department liaison is changing to update our listserv and the department’s Handshake account.
- **Displacement of Regular Workers** – May not displace/replace workers.
- **Religious or Political Involvement** – May not construct, operate or maintain building used for religious worship or instruction. May not be involved in political activity or partisan work.
- **Benefits & Insurance**
  - Do not accrue sick or vacation
  - Do not receive paid holidays/cannot work on holidays
  - Compensated only for hours worked
  - Covered under Worker’s Compensation
  - Cannot receive overtime (department will be charged)
  - May be covered under the University’s auto insurance policy

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

Posting Jobs in Handshake
HANDSHAKE SUMMARY

- Only FWS recipients will see FWS jobs.
- Handshake access will be available beginning **August 1st**.
- FWS and non-FWS jobs are posted in Handshake.
- Include **FWS** in the job title (i.e. **FWS Administrative Assistant**) to differentiate between FWS jobs and non-FWS jobs.
- If you want to hire a returning student, make sure to use the expiration date and put **DO NOT APPLY** in the title.
- Use the decline feature so you can let students know that they were not chosen for the position.
- OFA will approve all job postings on Tuesdays and Thursdays.

Please keep in mind of the following dates:
- 19-20 Fall/Spring Work Period: 8/28 – 5/09
- Fall Only Work Period: 8/28 – 12/14
- Spring Only Work Period: 1/14 – 5/09
- Last day to post jobs in Handshake: **March 12th**
ADDITIONAL ANNOUNCEMENTS

Upcoming Events & Contact Information
ANNUAL FWS JOB FAIR

Tuesday, August 27, 2019
Cox Hall
10:30am – Employer set-up
11:00am– 3:00pm – Job Fair

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

- RSVP by August 16th: https://app.joinhandshake.com/career_fairs/7004. Registration opens 7/29/19 at 9am.
- Cancel your reservation if you fill your positions prior to the job fair
- In case of no-shows, supervisor walk-ins welcomed after 12pm
- Bring signs, tablecloths, tape, banners, etc.
- Bring hardcopies of your job description, candy, freebies, other promotional materials
- If you need more information, please contact Candace Rivera or Delicia Lucky
Student New Hire Boot Camp 2019

When: August 6, 2019 and August 8, 2019

Where: 1599 Clifton Road, Training Room 1

How do I register: Please log in to the ELMS https://elmprod9.emory.edu/psp/elmprod9/?cmd=login to enroll (there are two sessions to choose from)

What will I learn: In this course you will receive a…….

- Review of I-9 processing of New Hires/Rehires
- Review of Student New Hire entries
- Review of common keying errors
CONTACT INFORMATION

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

- **Handshake and Hiring Process**
  - Candace Rivera – ctriver@emory.edu

- **Student Conduct Issues**
  - Delicia Lucky – dlucky@emory.edu
Thank you for attending! We look forward to another successful year of the FWS program.

Office of Financial Aid