REAL
ROLLINS EARN AND LEARN

External Employer Training
June 23rd, 2020
Agenda

- Welcome and introductions
- Overview of the REAL program
- Benefits of REAL for Employers
- Public Health competencies and how best to utilize REAL students
- Pro-tips on crucial conversations to have as supervisors
- How to hire/re-hire
- Hours tracking
- Refer your friends and colleagues to REAL!
- Q & A
WHAT IS REAL?
The Rollins Earn And Learn is a program that offers eligible full-time MPH and MSPH students valuable opportunities to earn while they learn.

- The program provides funding for full-time master’s level public health graduate students to support their academic interests with applied public health experiences.

- Partner organizations include: federal, state, county and other government agencies, Emory University, Emory Healthcare, Emory-affiliated programs, for-profit and nonprofit organizations throughout Atlanta.

- Earnings are funded by both the Rollins School of Public Health and the approved partnering organizations.
Overview of REAL

- Unique to Rollins School of Public Health
- Vital component of training the public health workforce
- Opportunity to mentor new professionals
- Students provide their skills and assets and deepen their public health competencies
- RSPH pays half their salary!!!!
Benefits of hiring REAL students

- Motivated and eager to learn
- Seeking real-world experience
- Bring fresh eyes to your work
- Building skills that you need
Example skill sets of REAL students:

- needs assessment,
- program evaluation,
- quality improvement,
- asset mapping,
- proposal writing,
- research,
- literature reviews,
- identify facilitators and barriers,
- cultural competency,
- strategic planning,
- data collection and analysis,
- communications and marketing,
- training design and implementation
WHAT ARE STUDENTS LEARNING?
RSPH Academic Departments

- Behavioral Sciences and Health Education
- Biostatistics and Bioinformatics
- Environmental Health
- Epidemiology
- Global Health
- Health Policy and Management
RSPH Certificate Programs

- Genetic and Molecular Epidemiology
- Humanitarian Emergencies
- Human Rights
- Injury and Violence Prevention
- Maternal and Child Health
- Mental Health
- Religion and Health
- Socio-Contextual Determinants of Health
- Water, Sanitation and Hygiene
Competencies

- REAL students are not your traditional “interns”
- They are skilled and degree-seeking
- Use the student work-plan and job description template to craft competency-based job descriptions
  - Work plan template
  - Job description template
Pro-tip

Be sure to specify your work location in the job posting:
* Students are planning their commute times and class schedules down to the minute!
Pro-tip

Students cannot work on holidays
Pro-tip

Students cannot work over-time
Pro-tip

If you have required trainings for students, this should be paid time.
Discuss the ebb and flow of the academic year with your student:

- Do they want to work full time during fall break, end of December, early January?
- If they front-load hours during breaks, remember they might run out before the end of the term!
- What are your deal-breakers as far as timely notification of planned or acute absences?
- How flexible can you be?
Pro-tip

Set expectations early:
- Initial meeting with student
- Onboarding to office culture, policies, procedures, safety plans
- Use the student work-plan document
- Discuss how often and in what manner feedback will be provided
- Optional mid-year student performance evaluation and conversation
- Required end of year student performance evaluation (April) and conversation

We can help!
EXTERNAL
EMPLOYER
HIRING PROCESS
External Employer Hire Paperwork (Required)

1. Memorandum of Understanding (MOU)
   Outlines expectations and details our responsibility to each other and to the student(s).

2. Handshake Posting

3. REAL External Hire Form accessed via the RSPH Student Hire system at
   https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1

4. Health and Safety Questionnaire accessed via the RSPH Student Hire system at
   https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1
USING HANDSHAKE
How to Post a Job in Handshake

* Job Title
  REAL 2017 - SAMPLE JOB TITLE

* add an ATS/job code to match against your applicant tracking system (this will net sync applications)

Company Division
Choose a division...

Require students to also apply through website or applicant tracking system?
○ Yes  ○ No

Display your contact information to students?
○ Name Only  ○ Name and Email  ○ Don't show my info

* Job Type
  ○ Job
  ○ Internship
  ○ On Campus Student Employment
    Show more options

* Employment Type
  ○ Full-Time
  ○ Part-Time

Duration
○ Permanent
○ Temporary / Seasonal

Start date
yyyy-mm-dd

End date
yyyy-mm-dd

Work Study Job?
○ Yes  ○ No

Work study jobs are for eligible students only

NOTE:
Public Health Core Competency Domains
- Analytical/Assessment Skills
- Policy Development/Program Planning Skills
- Communication Skills
- Cultural Competency Skills
- Community Dimensions of Practice Skills
- Public Health Sciences Skills
- Financial Planning and Management Skills
- Leadership and Systems Thinking Skills

Click here for a downloadable pdf file of the Core Competencies with examples of responsibilities for each competency and level of professional development.
REAL COVID-19 Adjustments

For the 20-21 academic year, the first line of the Handshake job descriptions must outline what percentage of the position is in person, remote, or hybrid.
Enter your job description. Be sure to include core public health competency based description.

Job Functions: Choose the job functions. This helps students search for your job.
Select all required application materials. Include “proof of REAL award” as other document.
International Students

Because international REAL awardees are Emory Employees, the appropriate answer for the following two questions on Handshake should default to “YES”.

- Would you sponsor a work visa for the right candidate?
  - Yes  - No

- Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study (e.g., for an internship under OPT/CPT)?
  - Yes  - No
This section (preferences) is optional.
This last page is where employers select RSPH and the job post closing date:

**Default Expiration Date**
The expiration date should be no later than 10/31 for Fall, and 3/5 for Spring.
Note: This job will not be viewable to students after the expiration date.

You must select “Create,” then record your Job Posting Number. The Job Posting Number must be entered on your Hire Forms (electronic and paper).
REGISTRATION
Registration

https://apps.sph.emory.edu/RSPHStudentHire/?Registration

RSPH Student Hire Login

Welcome to the RSPH Student Hire System. This Student Hire process cannot be used to hire non-Emory students.

Emory Healthcare and external partners, please use your email address as the username to log in. Emory University employees, please use your NetID as the username to log in.

User Name/ NetID
Password

Login to RSPH Student Hire

Registration  Forgot Password
Welcome to the RSPH Student Hire System. This Student Hire process cannot be used to hire non-Emory students.

Emory Healthcare and external partners, please use your email address as the username to log in. Emory University employees, please use your NetID as the username to log in.

First Name
Last Name

Please use your "Official Organization Email" and not a personal email.

Email Address
Phone Number
Organization
Organization web address

*Please include Upper case letter and digit. 5 character minimum.

Password
Retype Password
Reasons for Access?

Register for RSPH Student Hire
Registration - Step 2
Thank you!

Your registration has been successfully submitted and is pending approval. You will receive an email once it is approved.
INITIATING HIRE
Logging In

https://apps.sph.emory.edu/RSPHStudentHire/

RSPH Student Hire Login

Application used to manage new student hires. This Student Hire process cannot be used to hire non-Emory students.

Emory Healthcare and external partners, please use your email address as the username to log in. Emory University employees, please use your NetID as the username to log in.

Login to RSPH Student Hire
Click **New Employment** button to initiate a hire
Step 1 - Selecting a Student

Student Information

Select a student to hire. All Emory students are pre-populated in the application.

1. To find the student you are hiring, you have the option to type their first name, last name.
2. After selecting a student, click the Save & Continue button.

*First Name: First Name
*Last Name: Last Name
*Emory Email Address: Primary Email
Primary Phone:

Save  Cancel  Save & Continue
Step 2 - Add Hiring Information
Step 3 - Preview in a form view

1. Clicking **Submit**, will take user to Health and Safety Questionnaire
2. Clicking **Close** will close the preview screen and take user back to tabs.
Step 4 - Health and Safety Questionnaire
Thank You! Your hire has been successfully submitted to the REAL Program for review.

Return to Dashboard  Exit
Contacts

For assistance with submitting hire forms, please contact REAL Manager, Lisa Parker at real@emory.edu.
HOURS TRACKING
Students can work up to 370 hours/semester

After student has reached 370 hours the employer will be billed at 100% of the time worked

Ways to keep track of hours worked:

- Meet with students on bi-weekly basis and use ETAS to track the student’s hours.
- *Emory Timecard Adjustment System (ETAS)*
  - Employers view timecards biweekly and approve time worked
The Emory Timecard Adjustment System (ETAS) is an online application used by biweekly employees to submit timecard adjustments and request time off.

ETAS for REAL students is monitored by Rollins School of Public Health HR

rsphhr@emory.edu
Timecard Approval Process

Emory requires supervisors to review and approve all employee timecards after each pay period using the Timecard Adjustment System.

The Timecard Adjustment System will prompt biweekly employees and their managers to certify the following:

➢ Biweekly employees will be prompted to certify the accuracy of their clock times, adjustments, and lunch periods

➢ Managers will be prompted to certify that they have reviewed their biweekly employees’ timecards for accuracy
Approve Timecards

1. Click **Approvals > Approve Timecards**. Timecards that require approval will be displayed for each employee by pay period.

2. Review the timecard totals for accuracy.
   a. To view or edit an employee’s timecard, click the View/Edit button.
   b. Once a timecard has been approved, a blue Details banner will appear. Hover over the Details banner to view the approval details.

   ![Timecard Table]

3. Turn on the check box next to the timecard(s) that you are ready to approve. To select all timecards shown on the page, click the Select All button.

4. Click **Approve Selected**. The approval certification statement will appear.

   ![Manager Approval Dialog Box]

   - By clicking approve all, I certify that
   - The time cards accurately reflect the total hours worked by the employees/students for the pay periods selected. I understand that I may be subject to disciplinary action up to and including termination for knowingly approving inaccurate or false time cards.
5. Read the Timecard Approval Statement.

6. Click Approve All. The timecard details will be removed from the Timecard Approval list.
   a. After you approve a timecard, the employee will receive an email notice regarding the timecard approval.
   b. You cannot make any adjustments to a timecard unless you remove your approval (see Remove Timecard Approval instructions).
   c. Only the departmental timekeeper may adjust employee timecards after a supervisor approval. If this occurs, you will receive an email notice regarding the change(s) and will be prompted to review and re-approve the timecard(s).
INVOICING EXTERNAL EMPLOYERS
Invoicing External Employers

- Invoiced by Emory University Accounts Receivable are available twice per year.
- Invoices will denote the employer portion due of the gross student pay for the semester.
- Payment is due upon receipt and will be considered current within 30 days of the invoicing.
Please refer your public health friends and colleagues to REAL!

We add employer partners each year

CBOs, NGOs, private sector, consulting

Take brochures with you to share
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1 - October 5</td>
<td>Employers may begin posting positions and student may begin applying</td>
</tr>
<tr>
<td>October 5</td>
<td>Earliest date a student may begin working at the CDC if they’ve received an authorization email from RSPH Human Resources - Students may not begin working before that authorization</td>
</tr>
<tr>
<td>October 12</td>
<td>Columbus Day (CDC closed – students are not allowed to work)</td>
</tr>
<tr>
<td>November 1 – March 5</td>
<td>Employers may post positions for Spring semester hires and students may begin applying</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day (CDC closed – students are not allowed to work)</td>
</tr>
<tr>
<td>November 26 - 27</td>
<td>University Holiday (students not allowed to work)</td>
</tr>
<tr>
<td>December 8-18</td>
<td>Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)</td>
</tr>
<tr>
<td>December 18</td>
<td>Last day students may work during Fall semester</td>
</tr>
<tr>
<td>December 20 - January 3</td>
<td>Winter Break (students are not allowed to work)</td>
</tr>
<tr>
<td>January 4</td>
<td>Earliest start date for Spring semester</td>
</tr>
<tr>
<td>January 4 – 12</td>
<td>Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Jr. Day (students not allowed to work)</td>
</tr>
<tr>
<td>February 15</td>
<td>Presidents’ Day (CDC closed – students are not allowed to work)</td>
</tr>
<tr>
<td>March 5</td>
<td>Deadline for REAL students to secure a position starting in Spring</td>
</tr>
<tr>
<td>March 8 - 12</td>
<td>Spring Break (students may work up to 40 hours/week with supervisor approval)</td>
</tr>
<tr>
<td>April 26 - May 8</td>
<td>Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)</td>
</tr>
<tr>
<td>May 8</td>
<td>Last day students may work during Spring semester</td>
</tr>
</tbody>
</table>
How OCD prepares our students