ROLLINS EARN AND LEARN (REAL)
Partner Guidebook

For additional information or clarification on Rollins Earn and Learn policies, please contact the Office of Admission and Student Services at:

REAL Program Manager, Lisa Parker
lisa.parker@emory.edu
Telephone Number: 404-712-0687

Mailing Address:
Emory University Rollins School of Public Health
Rollins Earn and Learn Program
1518 Clifton Road, Suite 164
Campus Mailstop 1518-002-1AA
Atlanta, Georgia 30322

Click here to visit us on our website.
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CHAPTER 1

THE ROLLINS SCHOOL OF PUBLIC HEALTH
EARN AND LEARN PROGRAM
What is Rollins Earn and Learn?

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 in federal, state, county and other government agencies, Emory University, Emory Healthcare, and Emory-affiliated programs, and for-profit and nonprofit organizations throughout Atlanta. The earnings are funded by both the Rollins School of Public Health and the approved partnering organizations.

The program allows RSPH to continue its tradition of helping over 500 Rollins students find meaningful public health work opportunities. These integral experiences may fulfill practicum requirements, lead to thesis opportunities, and are win-win opportunities for all involved: the students, Rollins, partner agencies and the communities they serve.

RSPH Earn and Learn Administration

The RSPH Rollins Earn and Learn is administered by the RSPH Office of Admission and Student Services in coordination with the Office of Career Development, Human Resources, and the Emory Finance Division. Questions regarding the program may be directed to the REAL Program Manager at real@emory.edu. To view program information on the website, click here.

Information about specific areas may be addressed to the following persons:

<table>
<thead>
<tr>
<th>Information about specific areas may be addressed to the following persons:</th>
<th>Program Logistics</th>
<th>REAL Program Manager</th>
<th>404-712-0687</th>
<th><a href="mailto:real@emory.edu">real@emory.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Handshake assistance(position posting or recruitment) Hire Process Invoicing</td>
<td>REAL Program Manager</td>
<td>404-712-0687</td>
<td><a href="mailto:real@emory.edu">real@emory.edu</a></td>
<td></td>
</tr>
<tr>
<td>Taxes, W-2, Direct Deposit</td>
<td>Emory Payroll</td>
<td>404-727-6100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timekeeping System</td>
<td>RSPH Human Resources</td>
<td><a href="mailto:rsphhrhelp@emory.edu">rsphhrhelp@emory.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student Qualifications for Rollins Earn and Learn

- Must be enrolled full-time as a regular student pursuing a MPH or MSPH degree in the full-time program.
- Must maintain satisfactory progress as defined by the Rollins School of Public Health
- US Citizens and Permanent Residents must file the FAFSA form each year to be considered for a Rollins Earn and Learn Award. Eligibility is determined by the Office of Financial Aid and is based on when students submitted a completed FAFSA (and is awarded first-come, first-served).
- Student must work the maximum number of allowed hours per semester to earn the full award amount (the wages earned are taxable)
- Must have a Rollins Earn and Learn Award to be hired into REAL positions
- For work eligible 1st year (2nd semester only) preapproved eligible to work International Students, and 2nd year preapproved eligible to work International Students, eligibility for awards will be determined by the Office of Admission and Student Services. NOTE: International students who are awarded REAL are considered Emory Employees, therefore, REAL Partners do not need to sponsor international students.

Types of Student Employment

Rollins Earn and Learn Student Employment (50% RSPH/50% Institutional Funding)
Rollins Earn and Learn employment is partially funded by the Rollins School of Public Health. For the academic year, 50% of an eligible student’s wages (up to the student’s award maximum) will be paid by RSPH, while the remaining 50% of wages (typically up to the award maximum) will be paid by the department or organization employing the student. Rollins Earn and Learn student employees may work either on campus or at select approved off-campus sites.

To be eligible for this award, students who are US citizens and permanent residents must apply for financial aid (by submitting a completed FAFSA) for that academic year. Some first year (second-semester only) International Students, and second year International Students may also be eligible for awards.

Multiple Employments
Students are allowed employment in only one job funded through the program at a given time. Furthermore, students may not use the REAL Award for multiple positions in a given semester (e.g. use the award for the first half of a semester with one organization, and then use the remainder of the award with another organization for the second half of a semester). However, a student employee may hold a Rollins Earn and Learn Program job and a non-REAL (regular employment) job simultaneously.
Public Health Competencies & Guidelines for Job Development and Student Work Plans

The desired outcome of a Rollins Earn and Learn position is that the opportunity will provide meaningful applied public health experience commensurate with the knowledge and skills of the student.

The RSPH MPH/MSPH foundational competencies identify areas that are critical in developing effective public health professionals/leaders. The areas include:

- Evidence-based Approaches to Public Health
- Public Health & Health Care Systems
- Planning & Management to Promote Health
- Policy in Public Health
- Leadership
- Communication
- Interprofessional Practice
- Systems Thinking

Detailed competencies can be found here.

Possible job responsibilities for a Rollins Earn and Learn participant may include data collection and analysis, fieldwork, laboratory work, program valuation, policy development and more.

The Rollins Earn and Learn Program strongly urges students and employers to complete the Student Work Plan Document. Completion of this form will assist both parties in reaching professional development goals based on these competencies. It includes tasks and deliverables and facilitates a conversation about expectations, reporting structures, communications structures, etc.

Approved Off-Campus Partners

The Rollins School of Public Health contracts with governmental agencies and nonprofit and for-profit organizations through a signed Memorandum of Understanding to offer Rollins Earn and Learn employment at off-campus locations. These organizations may post positions and recruit Rollins Earn and Learn students in the same manner as Emory departments. The Rollins School of Public Health hires these students as Emory employees for the partner organizations, provides Emory HR representation for the students, maintains time and attendance, and approves payroll for the students. Personnel at the partner organizations serve as the on-the-job supervisors for the students. Emory pays all student wages, and then invoices each organization for the 50% share (plus any earnings exceeding the award/earning limit) twice per year.

The Office of Admission and Student Services works in coordination with the organization’s liaison/ supervisor to ensure the success of the off-campus Rollins Earn and Learn position(s). It is desirable that each organization designates one representative for the academic year to serve as Rollins Earn and Learn liaison. This person serves as Emory’s key point of contact at the organization, administers the organization’s Handshake account, and is responsible for training and disseminating information to the organization’s supervisors of REAL students.
Approval Process for New External Partners/Employers

All Emory University, Emory Healthcare, and Emory-affiliated departments are approved to participate in the Rollins Earn and Learn Program. External partnering organizations must be pre-approved to participate in the program.

It is important that your organization be familiar with the general program overview information provided in this booklet or on the website, and that your organization understands that the employer will be invoiced for 50% of the student’s gross pay which will not exceed $1,250.00 per semester for the $2,500.00 award assignment, plus any earnings exceeding the award limit.

To be approved as an external partnering organization please provide:

1. A short description of your organization’s mission, target clients, and a basic description of the opportunity to be offered to a RSPH student.
2. For non-profit organizations, a copy of your 501(c) 3 documentation substantiating your organization’s non-profit status. This is not needed for government agencies.
3. For for-profit organizations, a copy of your federal tax ID number.

The above information may be submitted in PDF form via email (real@emory.edu) or in hard copy to:
Emory University, Rollins School of Public Health
Attn: Rollins Earn and Learn
1518 Clifton Road, Suite 164,
Mailstop 1518-002-1AA
Atlanta, GA 30322

You will be notified of the approval decision within two weeks of your received application. If approved, then a Memorandum of Understanding (MOU) will need to be signed and submitted— indicating that the organization and the supervisor understands its responsibility in the Rollins Earn and Learn Program and agrees to the conditions outlined in the document. The MOU will be sent to you with the notification of approval to participate in the program. The MOU must be returned before the organization may hire a student.

If you have questions regarding program logistics, please contact Lisa Parker using the email and phone below:
REAL Program Manager
real@emory.edu
(404) 712-0687

Click here to learn more about the Approval Process for New External Partners on our website.

Memorandum of Understanding (MOU)

As part of the contract process with each external/partner employer, each employment agency must sign a Memorandum of Understanding (MOU) between the organization and the Rollins School of Public Health.

The Memorandum of Understanding specifically addresses RSPH and employer responsibilities particularly as it pertains to each organization’s responsibilities and payment processes. When an organization has decided to participate in the Rollins Earn and Learn and has received approval as external employer, please contact the REAL Program Manager, Lisa Parker (real@emory.edu) to receive a PDF of the MOU drafted for your organization and signed by a designee of the Executive Associate Dean of Administration and Finance.

Only after RSPH has received the signed document (and the required hire paperwork from the employer and the student) may students be hired and begin work. A faxed or scanned copy of the signed document from your organization will be sufficient to initiate employment; however, the signed original copy will be needed for RSPH official records.
CHAPTER 2
HANDSHAKE
How to Create an Account in Handshake

1. Go to rsph.joinhandshake.com/register.

2. Click “Employer”.

3. Fill out the form with your company email address and click “Sign Up”.

   ![Sign Up Form](image)
4. Fill out the next page and click "Next: Employer Guidelines".

Welcome to Handshake,
Before continuing, we need a bit more info

Tell us the types of students you wish to recruit
You must select the type of students you are interested in recruiting.

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education

Add your Alma Mater

School Name | Graduation Year
--- | ---
Select School | 2018

- My school is not listed, let me type my own

Add another Alma Mater

Next: Employer Guidelines

Rich, Validated Data
Find the right fit across 8.5 million verified student profiles

- 550k business students
- 360k finance students
- 245k computer science students
- 435k consulting students
5. Most REAL partners are NOT third-party recruiters and can select “no”. If you are a third-party recruiter, select “Yes” and review Handshake’s third-party recruiter policy.

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our Terms of Service:

- **Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.
- **Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
- **Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can’t, work to provide a fair and equitable path for affected students.
- **Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full NACE Principles for Employment Professionals.

By continuing, you agree to the Terms of Service, acknowledge you have read the Privacy Policy, and agree to Handshake’s Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

6. You will see a confirmation page (see below) and will receive a confirmation email within 5-10 minutes. **You may need to check your spam/junk folder.** You must click the confirmation link to proceed with the registration process.

Great! You’ve successfully signed up for Handshake.

We’ve sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

**Didn’t receive the email?**
1. Is your correct email without typos? If not, you can restart the sign up process
2. Check your spam folder
3. Add handshake@m.joinhandshake.com to your contacts
4. Click here to resend the email

**Still having trouble?**
Contact us
In your email inbox, find the email from Handshake and click “Confirm Email”.

7. You will see a page to connect with your company. A company profile will be shown and pre-populated based on your email address.

• If this is not the right company, or if no company pre-populates, you can use the search bar to find your company. If your company does not exist, you can click the “Create New Company” button to create your company profile.
8. Lastly, search **Rollins School of Public Health** and click “request” to connect with us.

9. Once you receive your organization approval, you can log in and post jobs. Again, you may need to check your junk/spam.

*If you are still waiting to get your account approved, send an email to Lisa Parker (real@emory.edu) to approve you directly.*
How to Post a Position in Handshake

1. Go to https://rsph.joinhandshake.com/login. Enter the email address used to create your Employer account and click “next”.

Enter your password and click “login”:
2. Once you are logged in, click “Post a Job” on the home page.

3. Enter your job details and click “next” at the end of the page.

Title: You must include “REAL 2019” at the beginning of the Title (e.g. REAL 2019 – Graduate Research Assistant). This is how students will search for your REAL position.
Employment Type: You must select “Part-Time”
4. Complete the **Details** section and click “**next**”.

**Enter your job description.** Be sure to include core public health competency description.

**Job Functions:** Choose the job functions. This helps students search for your job.

For a list of the RSPH Foundational and Departmental Competencies, please visit [https://www.sph.emory.edu/academics/competencies/index.html](https://www.sph.emory.edu/academics/competencies/index.html).
Select all required application materials. Include “proof of REAL award” as other document.

5. OPTIONAL Complete the Preferences section and click “create”.

---

**Approximate Salary (enter a number, not a range)**

- $13.50

- Per year HOUR

- Paid
- Unpaid

**Job Location**

- Enter your address

**Add Another Location**

- Allow remote workers?

**Required Documents**

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other misc. documents)

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5. OPTIONAL Complete the Preferences section and click “create”.

**Graduation date range**

- Hiring alumni? You can leave earliest grad date blank

**Earliest grad date**

- month
- year

**Latest grad date**

- month
- year

**School years**

- Freshman
- Junior
- Masters
- Postdoctoral Studies
- Sophomore
- Senior
- Doctorate
- Alumni

**Minimum GPA**

---
You can add a contact to receive applications.
6. Complete the **International Students** section

Because international REAL awardees are Emory Employees, the appropriate answer for the following two questions on Handshake should default to “YES”. It is up to each hiring partner to vet your international hiring practice with your company/organization. Generally the only reasons to exclude international students would be due to federal grant requirements regarding the citizenship of grant personnel or select CDC security requirements.
Rollins Earn and Learn Awards

The amount of students’ Rollins Earn and Learn awards may vary due to the individual student’s financial need. The general awards for the academic year are $5000/year, $2500/semester.

To check on the award amount of a student, please have the student contact the REAL Program Manager in the Office of Admission and Student Services at (404) 712-0687, or email real@emory.edu. We must have student permission to share this information.

It is the responsibility of the student to inform the supervisor if changes are made to the financial aid package. The student can also provide the employer with the most current amount of his or her award by making a copy of their financial aid award page 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 Rollins Earn and Learn award
• To inform you if they have previously worked any Rollins Earn and Learn jobs in this academic year, and if so, how much of the Rollins Earn and Learn award they have already earned. If a student is unsure how much has been earned, he/she should either review the Time and Attendance Report or contact the Department of Student Services.

Please note that a student may earn 100% of his or her award. If a student has been awarded $2,500 for the semester, the student may earn $2,500 total. The 50% REAL portion and 50% employer portion are used behind the scenes for accounting purposes. The $2,500 award per semester is the before tax maximum the student may earn before taxes and does not refer to the employer’s 50% portion. The award is not transferable to another semester.

Once a student exhausts his/her award for the semester, the student must be immediately terminated from the REAL Program. The employer is responsible for 100% of earnings above and beyond the award maximum.

The supervisor has the option to rehire the student as a regular student employee (100% organizationally/departmentally funded), or to cease employing the student all together.

1 Effective 9/1/2019, the rate of pay for all Rollins Earn and Learn students is $13.50/hour.

Policies on the Days and Hours REAL Students May / May Not Work

Rollins Earn and Learn students may begin working as early as the Tuesday after Labor Day. One Exception: CDC hires may begin working no earlier than the first Tuesday in October. If a student has been awarded Rollins Earn and Learn for the spring semester only, the student may begin working as early as the Monday after New Year’s.

NOTE: Students may not begin working under any circumstance until the student’s hiring info has been entered into HR Web Student Hire and hiring approval email from RSPH Human Resources has been received. This e-mail will include the authorized job start date and the KRONOS timekeeping system ID. Rollins School of Public Health will not pay for any work performed prior to the approval process.

Rollins Earn and Learn students, assuming they have award money remaining, may work until Saturday, December 15, 2019 in the Fall semester and Saturday, May 9, 2020 in the Spring semester.

Rollins Earn and Learn students who have a Spring award and a continued position may resume work on the Monday after New Year’s. Students may not work from December 15, 2019 through January 1, 2020.

The Office of Admission and Student Services
reserves the right to modify the program 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.

During periods of enrollment, Rollins Earn and Learn students are permitted to work a maximum of 20 hours per week in this position. Periods of enrollment encompass all times when classes are in session. During periods of non-enrollment (Fall and Spring break and exam periods), 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. The recommended number of hours per week is 10 hours per week ($2500.00 total, @$13.50/hr = 185 hours per semester or depending on the start date, 13 - 14 hours per week).

Weekend work hours are permitted (with supervisor and organization approval). However, for students with REAL positions at the CDC, CDC policy does not allow for our students to work remotely or to work on the weekends.

Although students may work during Fall and Spring break periods, Rollins Earn and Learn students may NEVER work on a University holiday, and thus never earn holiday premium pay.

The Emory University holidays for the academic year are:
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day
- Martin Luther King Day

Pacing Rollins Earn and Learn 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 award for the year very rapidly.

Please keep in mind that funds are awarded on a semester basis. Although a student may be awarded $5,000 for the year, it is divided as $2,500 per semester, or in other instances awarded for only one semester. The award is based on a per semester disbursement and does not transition between semesters.

Supervisors and students will be notified:
1. When a student comes within fifty (50) hours, twenty (20) hours, and zero (0) hours remaining and
2. When a student has exceeded the award maximum for the semester, he or she must be immediately terminated from the program.

The email notifications are sent as a courtesy only and should not be relied upon to track a student’s earnings. It is ultimately the responsibility of both the student and the supervisor to track the earnings against the Rollins Earn and Learn semester award limit. Please remember that the student’s Rollins Earn and Learn award is tracked based on gross earnings, before any deductions are taken from the paycheck.
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.

Our Example:
A student is awarded $5000/year or $2500/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 and earns $13.50/hour.

<table>
<thead>
<tr>
<th></th>
<th>Our Example</th>
<th>Your Student Worker</th>
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</thead>
<tbody>
<tr>
<td>Enter the amount of the student’s Rollins Earn and Learn award</td>
<td>$2500 fall award</td>
<td></td>
</tr>
<tr>
<td>and divide by the student’s pay rate</td>
<td>$13.50 per hour</td>
<td></td>
</tr>
<tr>
<td>which equals the total number of hours the student can work this semester.</td>
<td>185 total hours</td>
<td></td>
</tr>
<tr>
<td>Take the above number and divide by the number of weeks remaining in the semester</td>
<td>13 weeks</td>
<td></td>
</tr>
<tr>
<td>which equals the average number of hours the student should work per week</td>
<td>14 hours per week</td>
<td></td>
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</tbody>
</table>
CHAPTER 4
HIRING ROLLINS EARN AND LEARN STUDENTS
The Job Posting

As explained in Chapter 2, all jobs must be posted in Handshake. The position must be approved by the Office of Admission and Student Services prior to hiring a student. Approval is noted by the green checkmark in the approval box.

The Hiring Process

All Rollins Earn and Learn students, whether working at an off-campus organization or with an Emory-affiliated program, are hired by Emory and are considered Emory employees. All partners and students must complete their respective parts of the employment process prior to beginning work at an organization. Organizations/Departments must recruit, interview, select, and extend offers to their Rollins Earn and Learn student(s).

The Hire Process for Partners

To register with Rollins School of Public Health Student Hire (RSPH Student Hire), click here. Once you are registered, the necessary electronic forms can be found here on the program website or email real@emory.edu.

Complete this process to hire your REAL employees.

For assistance with completing the hire process, please contact Lisa Parker, REAL Program Manager at real@emory.edu.

NOTE: After completing the hire process, you must wait to receive a confirmation email from RSPH Human Resources with the KRONOS timekeeping system ID number. Upon receiving this e-mail, students are permitted to begin working on the date indicated in the message. Students may not begin working until that date. This is a Federal and State compliance issue.

Employer Hire Paperwork for REAL Positions with Emory University, Emory Affiliates, or Emory Healthcare:

1. Handshake Posting (required)
2. RSPH Student Hire electronic forms submission (required)  
   a. This includes the electronic format of the REAL Hire Form and Health and Safety Questionnaire (required)
3. REAL Student Work Plan Document

For assistance with submitting hire forms, please contact Lisa Parker (real@emory.edu).
Employer Hire Paperwork for REAL Positions with Centers for Disease Control and Prevention:

4. Handshake Posting *(required)*
5. CDC REAL Hire Form *(required)*
6. Health and Safety Questionnaire *(required)*
7. REAL Student Work Plan Document
8. CDC Memorandum of Understanding for REAL *(one per organization is required)*
9. Copy of PHS-6012 CDC Obligation Document *(one per student hire required)*

ientes instructions for the CDC can be found online.

For the CDC, completed employer forms should be submitted to CDCWorkStudyPro@cdc.gov. After review, those forms will then be forwarded to the REAL Program Manager.

Employer Hire Paperwork for REAL Positions with Approved External Partners (non-CDC):

1. Handshake Posting *(required)*
2. REAL External Hire Form *(required – accessed via the RSPH Student Hire system (see above for instructions))*
3. Health and Safety Questionnaire *(required – accessed via the RSPH Student Hire system (see above for instructions))*
4. REAL Student Work Plan Memorandum of Understanding for REAL *(required)*

The necessary electronic forms are accessed via RSPH Student Hire (access site [here](#)) or email real@emory.edu.

Complete this process to hire your REAL employees.

Rollins Earn and Learn Students as Emory Employees

Student employees in the program are considered Emory University employees and are thus subject to all University personnel policies and procedures. Please click [here](#) to view Emory University’s Policies and Procedures for more information. Click [here](#) to review Emory’s Equal Opportunity and Non Discrimination Policy (Policy 1.3).

Invoicing for External Partners

External Partners will be invoiced by Emory University Accounts Receivable in the spring semester for fall semester work hours and in the summer for spring semester work hours. Invoices will denote the partner 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.
CHAPTER 5
KRONOS TIMEKEEPING / TRACKING
HOURS WORKED
The Kronos Timekeeping System

Kronos Workforce Central v. 5.2 is the current timekeeping system used by the University. It is a web-based application. The Kronos system is an integral part of the payroll process. Kronos is administered by the University Payroll Department; questions regarding Kronos should be directed to rsphhrhelp@emory.edu.

The RSPH Human Resources Department serves as the timekeeper for all Rollins Earn and Learn students. Students receive training on Kronos policies and procedures in the Orientation Session.

The Kronos system is a phone-based clocking system. Employees must use a designated phone number 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.

The Kronos Email

After a student has appeared in the Kronos system, the RSPH Human Resources Department will send a Kronos email to the student, copying the student’s supervisor and RSPH Student Services. This email includes authorization to begin working the, job start date, instructions for using the Kronos system, and the student’s 9-digit Kronos number. Upon receiving this e-mail, students are permitted to begin working on the date indicated in the message. **Students may not begin working until that date.** This is a Federal and State compliance issue.

How Kronos Works

Rollins Earn and Learn employees, as Emory biweekly employees, must clock all work 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 RSPH HR 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.**

For on-campus student employees, the system is used as follows:

1. The employee calls 2-6666 from an on-campus phone line. The student should call from a phone line designated by the supervisor. Clocking calls are traceable by the timekeeper.
2. The Kronos system will ask the student to enter the 9-digit Kronos ID on the phone keypad.
3. Then the system will ask for a clock code.
   - Enter 1 to clock in for a shift
   - Enter 3 to leave for lunch (if applicable)
   - Enter 4 to return from lunch (if applicable)
   - Enter 9 to clock out from a shift
4. The student will hear a confirmation and thank you message if it was properly recorded.
For off-campus student employees, the system is used as follows:

1. The employee calls 404-712-9350 from an off-campus phone line. The student should call from a phone line designated by the supervisor. Clocking calls are traceable by the timekeeper. Students may not clock in or out from cell phones.

2. The Kronos system will ask the student to enter the 9-digit Kronos ID on the phone keypad.

3. Then the system will ask for a clock code.
   - Enter 1 to clock in for a shift
   - Enter 3 to leave for lunch (if applicable)
   - Enter 4 to return from lunch (if applicable)
   - Enter 9 to clock out from a shift

4. The student will hear a confirmation and thank you message if it was properly recorded.

  ➊ The Kronos system rounds employees’ time up or down to the nearest 15-minute increment. For example, 8:07am will round to 8:00am, while 8:08am will round to 8:15am.

   :01 to :07 minutes round down to :00, and :08 to :14 minutes round up to :15
   :16 to :22 minutes round down to :15, 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)

An automatic ½ hr meal break will be set up for students. The ½ hour will be deducted once 6.5 consecutive hours are worked. If taking a break outside normal time, the student will have to call Kronos and use clock code 3 to go to lunch and code 4 to return from lunch.

Timecard Approval Process for External Supervisors

Emory requires external supervisors to review and approve all employee timecards after each pay period via a manual review process. Supervisors will receive a weekly Time Detail Report that provides a detailed listing of employee clocking history by date. The Time Detail report will be distributed weekly (Sundays) to REAL supervisors via email so they can review the recorded paid time of the students they supervise.

As the supervisor, you will not need to take any action if you agree with the time the student employee worked; RSPH HR will assume the recorded work hours are accurate, and the timekeeping record will be approved for payment.

In the event that a supervisor disagrees with the hours that a student has recorded, the supervisor should meet with the student employee to try to resolve the issue to reconcile the hours. Student should submit any changes through the Timekeeping Adjustment System prior to the end of the pay period. Once the supervisor and student employee have reconciled the hours, the supervisor should send an email to hrhelp@sph.emory.edu to correct the hours. In this email, please include the student’s 9-digit EmplID number and first and last name in the subject line of the message. Lisa Parker, REAL Program Manager real@emory.edu should be copied on this email.
**Timecard Approval Process for Internal Supervisors**

Emory requires internal 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. **The following statement will appear for each timecard approval:**

  By clicking approve, I certify that (1) this timecard accurately reflects all the hours I have worked each day during the pay period, (2) I have received all lunch/meal breaks each work day within the pay period covered on this timecard, (3) I have had an opportunity to make any necessary corrections to this timecard before I approved it, and (4) I am making this declaration freely and voluntarily. I understand that I may be subject to disciplinary action up to and including termination for unknowingly approving an inaccurate or false timecard.

- Managers will be prompted to certify that they have reviewed their biweekly employees’ timecards for accuracy with the following statement:

  By clicking approve, I certify that this timecard accurately reflects the total hours worked by the employee/student for the pay period covered on the timecard. I understand that I may be subject to disciplinary action up to and including termination for knowingly approving an inaccurate or false timecard.

**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.

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.
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).

Remove Timecard Approval

It may become necessary to remove a timecard approval in order to make additional adjustments. 
To remove the approval:

1. Click Approvals > Remove Approvals. The timecard details page will appear.

2. Click the Remove Approval button for the applicable timecard. For more details see page two of the Emory Timecard Adjustment System – Supervisor & Manager Instructions.

3. Click OK. The timecard detail will be removed from the list.

4. Click the Unapproved Timecards button to return to the list of timecards that need to be approved. After the timecard approval is removed:
   a. An email notice will be sent to the employee confirming that the timecard approval has been removed.
   b. You may make any adjustments that are needed. You will need to re-approve the timecard after the changes are saved.
Timecard Adjustment System Frequently Asked Questions

What is ETAS? - The Emory Timecard Adjustment System (ETAS) is an online application used by biweekly employees to submit timecard adjustments, request time off and review and approve timecards. Supervisors have the ability to submit adjustments, approve timecard corrections, approve leave requests and review and approve employee timecards.

Why do I need to approve employee timecards? - The review and approval of employee timecards is an important step in ensuring that the time reported is accurate and that employees are paid correctly. Timecard errors can result in over or under payments to employees and erroneous charges to department Speedtypes.

How will I know that there are timecards that need to be approved? - You will receive an email reminder when it's time to approve timecards.

Can I delegate this task to someone else? - Supervisors may delegate a proxy to complete all supervisor tasks. The person delegated as a proxy should have direct knowledge of the work performed by the employee. Proxy access may be assigned to one or more people and can be revoked or changed by the supervisor at any time. To request a proxy, submit an email request to RSPH Human Resources at hrhelp@sph.emory.edu.

When should I approve employee timecards? - Normally, the deadline is on the Monday after each pay period closes but may vary due to the holiday schedule.

What if I cannot see all my biweekly direct reports? – Please report this issue via email to RSPH Human Resources at hrhelp@sph.emory.edu. If you cannot see an employee in your list, it is typically because you are not listed as the supervisor in the employee’s PeopleSoft job record. This information must be corrected before the employee will show up in your employee list.

Can I approve employee timecards at the beginning of the pay period? - No. Timecard approvals may not be completed until the end of each pay period.

Can I approve a timecard after the deadline? - Yes. The timecard information will remain in your Timecard Approval list until you complete the approval process. Please note that you will also receive an email reminder each day until the timecard approval process has been completed.

Can I edit a timecard after the deadline? - No. If you need to edit a timecard after the deadline, submit the adjustment to RSPH Human Resources via email at hrhelp@sph.emory.edu, as the timekeeper will need to submit a manual request to Payroll for payment or recovery of funds.

What happens if I am not able to approve employee timecards by the established deadlines? - If you are unable to approve employee timecards the employee will be paid for the hours reported on the timecard. Please note that you will receive an email notice each day until the timecard is approved. Additionally, timecards that are not approved each pay period will be reported to Emory’s Senior Leadership and audit department.

Who do I contact if I have additional questions? – Please feel free to contact RSPH Human Resources at hrhelp@sph.emory.edu or the Emory University payroll department at (404) 727-6100.
Important Notes about Kronos and Related Policies

1. Only students working at actual off-campus locations will be given access to the off-campus Kronos clocking number. Students who are unable to call into Kronos from an on-campus number due to a special circumstance should update their timekeeping record through the Timecard Adjustment System found here.

2. If a student clocks into Kronos but forgets to clock out (or vice versa), an auto-generated email containing a link to the Timecard Adjustment System will be sent to the student’s Emory email address. Please remind your students to check Emory email accounts daily. If students forget to clock both in and out for a shift, students will not receive an error email.

3. RSPH Human Resources will require the supervisor to approve any modifications to a student employee time record. Internal supervisors will be able to approve adjustments through a link in the message you receive when your student initiates a correction in the Timecard Adjustment System. You can approve changes through the duration of the pay period in which the error was made. External supervisors will be able to request changes to student timecards by sending an email to RSPH Human Resources at hrhelp@sph.emory.edu. Additionally, all adjustments for prior pay periods must be handled via email to RSPH Human Resources at hrhelp@sph.emory.edu.

4. Students must submit corrections for Kronos errors or additional changes to their timekeeping record via the Emory Timecard Adjustment System prior to the end of the pay period for which work was performed. Unresolved clocking errors will be removed from the student’s timecard to allow timely payroll processing for biweekly employees. Students must then report the removed time via email for retroactive processing. Supervisors must be copied on any e-mail messages sent from the student to the timekeeper group.

5. It is important that the student and supervisor communicate closely to ensure the accuracy of Kronos records. Supervisors should review employees’ time records before the timekeeper approves them for payroll. It is crucial to monitor timekeeping records closely.

6. Rollins Earn and Learn students may only be paid REG (regular) hourly pay, or if necessary RET (retroactive) hourly pay. Any other pay codes (including holiday, and overtime) should be corrected prior to the end of the pay period or it will be charged back to the departmental/organizations account in full.

7. Supervisors must review and approve all timecard adjustments for their employees on a biweekly basis. Any corrections must be entered into the Timecard Adjustment System before the timekeepers approve employee timecards on Payroll Monday (the Monday before pay day). The absolute deadline to enter adjustments via the self-service system is 12:00 pm on Payroll Monday. This deadline may be changed to an earlier time during holiday weeks.

Please urge students to submit any corrections to their timecards via the Timecard Adjustment System as soon as possible and no later than the payroll deadline to ensure that the change has loaded in time for payroll processing. Please see the Emory University Payroll Schedule for the biweekly payroll process. Any questions regarding the payroll process or Kronos timekeeping should be directed to hrhelp@sph.emory.edu.

8. 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. Verify that students are actually reporting to work, and do not allow them to work unsupervised. RSPH Student Services can execute the Kronos Punch Origin report to ensure clocking calls are coming from within your department. Supervisors should
review their student employees’ timecards for accuracy before allowing the timekeeper to approve them.

1. **Under almost all circumstances, students should be clocking in and out from their shift from their place of employment.** Kronos clocking calls from home phones, cell phones, or any phone not within the approved department may indicate possible abuse of the timekeeping system.

RSPH Human Resources will assist departments with retroactive payments to Rollins Earn and Learn students. These pay requests may need to be submitted to rectify occasional errors in an employee’s paycheck. Retroactive payments should not be used to pay employees for large amounts of time or used in lieu of the Kronos system. Student employees are responsible for clocking all hours accurately into the Kronos system.

**Student Award Tracking**

Supervisors will receive a weekly Time Detail Report that provides a detailed listing of employee clocking history by date. The Time Detail report will be distributed weekly (Sundays) to REAL supervisors via email so they can review the recorded paid time of the students they supervise.

As the supervisor, you will not need to take any action if you agree with the time the student employee worked; RSPH HR will assume the recorded work hours are accurate, and the timekeeping record will be approved for payment.

In the event that a supervisor disagrees with the hours that a student has recorded, the supervisor should immediately meet with the student employee to try to resolve the issue and once resolved, the student should submit any changes through the Timekeeping Adjustment System prior to the end of the pay period. If the supervisor and student employee are unable to resolve the timekeeping issue, the supervisor should send an email to hrhelp@sph.emory.edu indicating the concern. Lisa Parker, REAL Program Manager real@emory.edu should be copied on this email. RSPH HR will meet with the student and supervisor to verify the hours the employee worked, the time for which the student should be paid, and any disciplinary action if appropriate.

Students inquiring about their hours should be directed to the Emory Finance Web site. Students must click the Time & Attendance button, then enter their Emory network ID and password. On the next screen, click on reports in left column, then clocking transaction report, which 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, enter Employee Self Service, and view their paychecks. Be aware that Rollins Earn and Learn 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. **Remember, it is the responsibility of both the supervisor and the student to track earnings and awards.**
CHAPTER 6
SUPERVISING ROLLINS EARN AND LEARN STUDENTS
Student Employee Rights and Responsibilities

Each Rollins Earn and Learn 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.
- A procedure for stating concerns related to the job or supervisor.

Each Rollins Earn and Learn Student Employee is responsible for the following:

- Become familiar with information regarding the terms of the award and with general policies.
- 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 Rollins Earn and Learn earnings and monitor remaining award.
- Inform the RSPH Student Services immediately of changes in financial situation, of a change to a second Rollins Earn and Learn job, or of any suspected irregularity in Rollins Earn and Learn earnings or awards. The email address is real@emory.edu

Partner Rights and Responsibilities

Each Rollins Earn and Learn Partner 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 Rollins Earn and Learn Partner has responsibility for the following:

- To provide adequate orientation and on-the-job training to student employees. RSPH relies on the supervisor, to communicate all policies and procedures to your employees.
- To clarify the required hours of work and expected duration of job 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 through RSPH Student Services.
• To ensure no students begin working prior to receiving Office of Admission and Student Services’ approval or continue working past the point of termination.
• To discuss and document any performance issues with student employees.
• To ensure, in coordination with the timekeeper, that proper payroll and clocking processes are followed to ensure students are paid in the appropriate manner.
• To complete one Employee Evaluation for each student per year.
• To monitor the Rollins Earn and Learn awards of student employees to make certain students do not exceed the awards, and to terminate students in a timely manner once awards are exhausted.
• To maintain open communication with Student Services, timekeepers, and students.

Working Remotely/Travel Policy

It is the responsibility of the hiring department and supervisor to provide adequate supervision for their student employees. REAL 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. It is not study time or independent research time. Students may not work remotely unless the position is specifically designed to be set up as a virtual position with adequate supervision and accountability (positions will be considered on a case-by-case basis).

NOTE: For those students with positions through the CDC, CDC Policy does not allow for REAL students to work remotely or on the weekends.

Most students are eligible to travel as part of their REAL position. Please provide an itinerary to the REAL office in advance. Be sure to monitor hours closely, not to exceed 20 in one week and cover all travel expenses. If a student has a J-1 visa, they may not be able to travel. Please consult with the REAL office in advance.

Student Performance Evaluations

The work experience that a student gains through part-time employment is a valuable asset in skill development and career/life planning. It is important for each supervisor to send evaluations to Office of Admission and Student Services (real@emory.edu). Performance evaluations are beneficial to students, the current employers, and to post-graduation employers. The form will be e-mailed to all students and supervisors at mid-semester or will be made available to students through secure file sharing.

An evaluation must be completed either at the time of termination or at the end of the academic year, whichever is first. The employer shares the evaluation with students and the student and the supervisor should sign the evaluation. The joint signature is a method of indicating that the student has reviewed the supervisor’s comments and indicates an actual, in-person conversation took place. All evaluations need to be submitted to Office of Admission and Student Services (real@emory.edu) to be placed in the student’s Human Resources file.

Program Evaluations

To facilitate program improvements, the Rollins Earn and Learn will conduct yearly online program evaluations. Students and employers will be sent separate online evaluations. The data will be used solely for internal administrative purposes at the Rollins School of Public Health.

Terminations

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 a termination. For example, if a student’s last day of work at a position is 10/30/18, the termination’s effective date should be 10/31/18. An Employee Evaluation form should be completed at the time of termination. Please house the evaluation in the student’s personnel folder and email a copy to Lisa Parker, Real Program Manager (real@emory.edu).

Voluntary Terminations

If a student leaves a Rollins Earn and Learn position, notice must be provided via e-mail to the REAL Program Manager at real@emory.edu. 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.

Termination for Job Abandonment or No-Show

If a student is hired and does not report to work within five working days of accepting the position and the student is not responsive to contacts, it is appropriate and fair for the employer to assume that the student does not intend to work for you. No-shows will be terminated within two weeks of non-contact.

Termination Upon Reaching/Exceeding Award Amount

As a courtesy, emails are sent out to supervisors indicating when students are within 50, 20, and 0 hours of exhausting semester awards or when students have reached or exceeded the award maximum altogether. This should not be relied upon as the sole means for tracking. It is best for the student and the employer to develop a schedule to track the student’s hours using the Clocking Transaction Report (password protected). External employers will need your REAL employee to log in to this system. Once the student has earned $2500, the cost-sharing switches from 50% to 100% of the student’s salary.

Involuntary Terminations

A student who has been terminated involuntarily by the employer should be given two weeks’ notice in order to find a new job. In the case of extreme policy violations in which a student is terminated immediately, please report the circumstances to Lisa Parker, the REAL Program Manager in the Office of Admission and Student Services. An Employee Evaluation form should be completed at the time of termination.

Grievances

In case of any misunderstanding or misinterpretation of University or RSPH 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 RSPH REAL personnel in the Office of Admission and Student Services and have the situation reviewed. In this instance, a meeting may result and will be held at the Office of Admission and Student Services between REAL personnel, 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

Click [here](#) to view the Equal Opportunity Policy.

Emory University is dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran’s status. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated 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. Emory University complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran’s Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity and affirmative action. Emory University is committed to achieving a diverse workforce through application of its affirmative action, equal opportunity and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Inquiries regarding this policy should be directed to the Emory University Office of Equity and Inclusion (access site [here](#)).

Emory University is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request a reasonable accommodation, please contact the Emory University Office of Accessibility (access site [here](#)). Please note that one week advance notice is preferred.

Changing Personnel at Partnering Organizations

In order to properly serve the University, it is essential that the Office of Admission and Student Services have the most up-to-date contact information for every department/organization. It is crucial that we remain in contact with a designated representative for each organization/department. This main contact person should contact the REAL Program Manager to ensure they are aware of the supervisor role, disburse information about the program to the department, administer the Handshake account, and receive the email regarding Award Exceeded emails and other important news.

Out of respect for the department/organization and RSPH, these employer contacts should notify the REAL Program Manager 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 REAL Program Manager to be informed on the program.

Displacement of Regular Workers

Rollins Earn and Learn 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.
Benefits and Insurance

Rollins Earn and Learn 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.

Rollins Earn and Learn employees are covered under the University’s liability insurance. They are covered by 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.
If you need information or clarification on Rollins Earn and Learn policies, please contact Lisa Parker in the Office of Admission and Student Services at:

**Mailing Address:**
Lisa Parker  
REAL Program Manager  
Rollins Earn and Learn Program  
Rollins School of Public Health, Emory University  
1518 Clifton Road, Suite 164  
Campus Mailstop 1518-002-1AA  
Atlanta, Georgia 30322

**Email Address:**
lisa.parker@emory.edu

**Telephone Number:**
404-712-0687

Click [here](#) to visit us on our website.