ROLLINS EARN AND LEARN
Student Guidebook

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

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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 (REAL)?

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 Applied Practice Experience (APE) 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>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</td>
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<tr>
<td>(position posting or recruitment)</td>
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<td>Hire Process</td>
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<td>Invoicing</td>
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<tr>
<td>Taxes, W-2, Direct Deposit</td>
<td>Emory Payroll</td>
<td>404-727-6100</td>
<td></td>
</tr>
<tr>
<td>Timekeeping System</td>
<td>RSPH Human Resources</td>
<td></td>
<td><a href="mailto:rsphhrhelp@emory.edu">rsphhrhelp@emory.edu</a></td>
</tr>
</tbody>
</table>
Student Qualifications for REAL

• 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.

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 REAL 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.

**Employment Opportunities**

Through the Rollins Earn and Learn program, eligible students may obtain opportunities throughout Emory University as well as a variety of approved for-profit, nonprofit, and government-based agencies.

Click [here](#) to view a list of approved Employers on the program website.

If a student identifies an employment opportunity with an organization that has not been approved, the organization representative(s) should visit the Employers section of our website ([click here](#)) to learn more about the Employer Approval Process of the Rollins Earn and Learn program.
Securing a Rollins Earn and Learn Job

Please understand that simply being awarded the Rollins Earn and Learn Award is not an indication that students will be placed in a job. Students will have to apply for positions using networking and Handshake (apply for positions on Handshake, interview, and complete the hiring process) in order to secure employment.

Employers will begin posting jobs for the upcoming academic year on August 1st so students are encouraged to begin applying for jobs early. Spring semester-only positions will be posted as early as November. We have reached out to a variety of Employers throughout the Atlanta metro area and within the Emory University system to ensure that our students have a diverse range of options when searching for Rollins Earn and Learn jobs.

While we cannot guarantee selection for particular jobs, students can enhance their chances of securing a Rollins Earn and Learn job by ensuring the position is a good fit and by having a professional resume and cover letter. For assistance in creating resumes and cover letters, contact RSPH Office of Career Development (click here).

The deadlines for securing a Rollins Earn and Learn position are as follows:

- Fall Semester - October 31
- Spring Semester - March 4

Forfeiture of Semester Award/Employment

If students do not secure a position by these deadlines, the award will be removed from the financial aid package for that semester. Students are strongly encouraged to search and apply for jobs well in advance of these deadlines.

Declining the REAL Award

Students are permitted to decline their award for the Fall or Spring. For instance, if the Fall award is declined, the student will still be eligible to work in the Spring. If the total Rollins Earn and Learn Award is $5000 for the year ($2500 Fall and $2500 Spring), the student will be eligible to work in the Spring and earn up to $2500. Students must either accept their award or notify RSPH Office of Admission and Student Services about a decline by October 8 in order to keep the award. The fall award is not transferrable to the Spring semester and the award amount is not transferable from one academic year to the next academic year.

Working Remotely/Travel Policy

The Rollins Earn and Learn program is 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 from home unless the position is specifically designed to be set up as a virtual position with functions outside the immediate Atlanta area (positions will be considered on a case-by-case basis).

CDC policy does not allow for our students to work remotely and/or on the weekends.

Students are permitted to travel out of Georgia or the U.S. as Rollins Earn and Learn student employees. For other questions or concerns relating to travel, please contact the REAL Manager at real@emory.edu.
How to Apply for REAL Positions in Handshake


2. Enter your Emory email address then click “Next.”

3. Enter your Password then click “Log In.”
4. Once you have successfully logged in:

Click “Jobs” at the top of the navigation bar to view a list of job postings available (both REAL and non-REAL positions).

To search for all REAL positions:

- In the search box, type “REAL” and the corresponding year (i.e. “REAL YYYY”). This will populate all REAL positions that employers are recruiting for. All REAL approved positions will include the REAL tag at the beginning of each Job Title.

- Click the desired position to obtain more information. Review the details and qualifications for the job to make sure it is a good fit.

You can also save time by creating a Search Alert. Click “Create Search Alert” on the right-hand side to save.
You can tailor your search by clicking “Filters” to select your job type, search for specific employers, and more.
5. After selecting a REAL position, click “apply” if you are ready to submit your application to the selected position.
6. Select the documents you would like to upload from your document library or upload documents directly from your computer.

**Apply to Prevent Blindness Georgia**

Applying for REAL 2017 - 2018 - Vision Outreach Program Intern requires a few documents. Attach them below and get one step closer to your next job!

1. **Attach your resume**
   
   Search your resumes or [Upload New]

   Recently Added:
   - AmmaBoakye Resume.pdf
   - AmmaBoakye Resume.pdf
   - Amma Boakye.pdf

2. **Attach your cover letter**
   
   Search your cover letters or [Upload New]

   Recently Added:
   - Amma Boakye.pdf
   - Amma Boakye.pdf
   - Amma Boakye.pdf

3. **Attach other required documents**

   **Instructions from employer:** In your cover letter, please indicate your weekday availability; if you have access to reliable transportation; and if you participate in the REAL program (proof of REAL award). 

   Search your other documents or [Upload New]
After students have submitted application materials to an Employer, the Employer will determine which students they would like to contact individually to set up an interview. Employers will not always update Handshake to provide information on the application status of the position. It is common that employers will only contact you if you are selected for an interview.

1. After students have submitted application materials to an Employer, the Employer will determine which students they would like to contact individually to set up an interview. Employers will not always update Handshake to provide information on the application status of the position. It is common that employers will only contact you if you are selected for an interview.
IMPORTANT NOTES ABOUT THE JOB SEARCH
1. Apply for many REAL positions to increase the chance for an interview or a job offer.

2. If students do not meet the required qualifications for a position, students will not be asked to interview.

3. Keep accurate records about employer contacts and appointments.

4. Remember to follow-up. Likewise, should you meet with the employer, remember to send a “thank you” note to the employer.

5. If students need assistance with the job search, please see RSPH Office of Career Development staff as soon as possible or make an appointment with the REAL Program Manager in RSPH Office of Admission and Student Services.

6. Be sure to do homework about the employers before applying and to prepare for interviews.

7. Many students identify opportunities through networking with fellow professionals; students should not rely solely on the positions posted in Handshake but take advantage of chances to develop jobs when the opportunity presents itself. If the employer is not on the Approved Employer List, we can work with them to apply for approval.

8. Focus not only on positions with a specific employer or population but also consider the types of Public Health competencies involved.

9. Taking many credits beyond the full-time amount will restrict the number of hours students may work per week or availability to work in the schedule the employer prefers.

10. Be sure to factor in transportation time to and from work. For assistance in navigating campus shuttles, click here to visit the Emory Transportation and Parking Services website or click here to view the MARTA buses and subway train schedules.
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.

While the Rollins Earn and Learn Award is classified as a grant, it is earned as students work at the rate of $13.50 per hour (should they secure a REAL position). This means that the funds are disbursed to students through University payroll during the semester based on the number of hours worked and are not automatically applied to reduce the tuition balance.

Please remember to discuss the following with the employer upon being hired:
• The amount of the Rollins Earn and Learn Award per semester.
• Any subsequent changes to the Rollins Earn and Learn Award.

Students may earn 100% of the award. For instance, if a student has been awarded $2500 for the semester, the student may earn $2500 total in earnings before taxes. The $2500 award per semester is the maximum any student may earn and the award is not transferable to another semester. Rollins Earn and Learn positions are taxable positions.

The Hourly rate of pay for all Rollins Earn and Learn students is $13.50/hour.

Rollins Earn and Learn Job Duration: Days and Hours Permitted

Earliest Start Dates
Rollins Earn and Learn students may begin working ONLY after the student and the employer hire processes have been completed, the hire data is processed, and an authorization to begin working is sent via e-mail from the RSPH Human Resources staff. This e-mail message will include the earliest approved position start date and the KRONOS timekeeping system ID with instructions for use.

If students have been awarded RSPH funds for the Fall semester, students may begin working as early as the day after Labor Day as long as all Emory Human Resources hiring requirements have been fulfilled and students have received an approval e-mail to begin work from Human Resources.

Exceptions to the above:
• Students hired by the Centers and Disease Control and Prevention for the Fall semester will be approved to begin working no earlier than the first day in October. This is CDC policy.
• Furthermore, CDC policy does not allow for our students to work remotely and/or on the weekends.

Students with a spring semester award continuing with the same employer may resume working on the first day of classes. Students may not work during winter break.

Despite the start dates listed above, please note that students may never begin working under any circumstances until the student’s hiring information has been entered into the HR system AND a hiring approval email from RSPH Student Services has been received. This is a State and Federal compliance issue.
Deadlines for Securing a Rollins Earn and Learn Position

**Fall Semester:** October 31  
**Spring Semester:** March 4

If students do not secure a position by these deadlines, the award will be removed from student’s financial aid package. Students are strongly encouraged to search and apply for jobs well in advance of these deadlines.

Latest End Dates

REAL students, assuming they have award money remaining, may work until the Saturday after the last day of classes for the Fall semester and the Saturday before graduation for Spring semester.

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, students and supervisors will be notified as soon as possible.

Work Hours

During periods of enrollment, REAL students are permitted to work a maximum of 20 hours in one week (Sunday AM – Saturday PM). Periods of enrollment encompass all times when classes are in session. During periods of non-enrollment (Fall and Spring break exam periods), students may work a maximum of 40 hours per week among all Emory jobs.*

*Please Note: International Students cannot work more than 20 hours/week across ALL POSITIONS at Emory University.

Fall Break and Spring Break and Exam Periods

REAL students may work during the Fall break and the Spring break and during exam periods. Please notify your supervisor IN ADVANCE if you do not plan to work during these times.

Prohibited Work Dates

REAL students may not work over winter break. Rollins Earn and Learn students cannot work on a University holiday.

**The Emory University holidays for the academic year are:**

- Labor Day
- Christmas Eve
- Christmas Day
- Thanksgiving
- Day after Thanksgiving
- New Year’s Eve
- New Year’s Day
- Martin Luther King Day

Pacing Rollins Earn and Learn Award 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 each week will cause a student to exhaust the entire award for the year very rapidly.

Awards are designed to enable students to work 12-15 hours per week for the entire semester. Once a student exhausts his or her award for the semester, the student will be immediately terminated from the Rollins Earn and Learn program for the semester.

The employer is responsible for 100% of earnings above and beyond the Rollins Earn and Learn 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.
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 Rollins Earn and Learn award earnings.**

### 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 per year or $2500 per 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 per hour.

<table>
<thead>
<tr>
<th>Our Example</th>
<th>Your Student Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the amount of the student’s Rollins Earn and Learn award</td>
<td>$2500 fall award</td>
</tr>
<tr>
<td>and divide by</td>
<td>÷</td>
</tr>
<tr>
<td>the HOURLY pay rate</td>
<td>$13.50 per hour</td>
</tr>
<tr>
<td>which equals</td>
<td>=</td>
</tr>
<tr>
<td>The MAX number of hours the student can work this semester</td>
<td>185 total hours</td>
</tr>
<tr>
<td>Take the above number and divide by</td>
<td>÷</td>
</tr>
<tr>
<td>the number of weeks remaining in the semester at the time of hire</td>
<td>13 weeks</td>
</tr>
<tr>
<td>which equals</td>
<td>=</td>
</tr>
<tr>
<td>the average number of hours the student should work per week</td>
<td>14 hours per week</td>
</tr>
</tbody>
</table>
Rollins Earn and Learn Students are Emory Employees

Because Rollins Earn and Learn student employees are hired through Emory University and are considered Emory University employees, they are subject to all University personnel policies and procedures. Click here to read Emory University’s Resources for Employees which includes policies and procedures.

All Rollins Earn and Learn students, whether working off-campus with an approved organization or with an Emory-affiliated program, are hired by Emory and are considered Emory employees. All students and Employers must complete the hire process prior to the start of work at an organization.

What if my preferred employer is not on the list of approved employers for the Rollins Earn and Learn?

An agency or organization must be on the approved list of employers in order for students to work there and use Rollins Earn and Learn funds. If an employment opportunity is available from an organization that has not been approved, the organization representative(s) should be advised to contact the REAL Program Manager at real@emory.edu.

Employer Hire Process for REAL Positions with Emory University or Emory Healthcare:

1. Handshake Job 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 (not required, but highly recommended)

After completing the hire process, students 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 State and Federal compliance issue.
Employer Hire Process for REAL Positions with Centers for Disease Control and Prevention:

1. Handshake Job Posting *(required)*
2. CDC REAL Hire Form with CDC *(required)*
3. Health and Safety Questionnaire *(required)*
4. REAL Student Work Plan Document *(not required, but highly recommended)*
5. CDC Memorandum of Understanding for REAL *(one per organization is required)*
6. Copy of PHS-6012 CDC Obligation Document *(one per student hire required)*

Step-by-step 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.

After completing the hire process, students 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 State and Federal compliance issue.

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

1. Handshake Job Posting *(required)*
2. REAL External Hire Form *(required – electronic submission)*
3. Health and Safety Questionnaire *(required – electronic submission)*
4. Memorandum of Understanding for REAL *(required)*
5. REAL Student Work Plan Document *(not required, but highly recommended)*

Completed hire forms must be submitted through the RSPH Office of Admission and Student Hire system. Again, for assistance, please contact the REAL Program Manager in the Office of Admission and Student Services at real@emory.edu.

After completing the hire process, students 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 State and Federal compliance issue.
Rollins Earn and Learn Hire Process for Students Requires Two Steps

1. Human Resources Orientation Hiring Module for Students (click here).

2. Completion of Section II of the Form I-9: Employer Review and Verification of Identity and Employment Eligibility.
   a. Students must bring their I-9 official documents to one of the scheduled times to show an ORIGINAL acceptable form of ID and employment eligibility documents to a Human Resources representative for verification and scanning in person. This is a legal requirement.
   b. A listing of ORIGINAL acceptable forms of ID can be found here on the U.S. Citizenship and Immigration Services website. (see Page 4 for the list)

Human Resources Orientation Hiring Module for Students

New Hire Orientation is a web-based application used by Emory University to orient all employees and complete forms necessary to complete the hiring process. To view this application, click here.

These required online documents include:

- The I-9 Employment Eligibility Form, complete Section I online & Section II in person
- The W-4 Federal Withholding Form
- The G-4 Form for State Withholding
- The Direct Deposit Authorization Form

The Direct Deposit form allows University Payroll to deposit earnings directly into a savings or checking account. If students have any questions regarding taxes, W-2 forms, or direct deposit, please contact the Emory University Payroll Department at 404-727-6100.
Instructions for Completing Online Employee Orientation (step 2 of the hire process)

1. Go to [https://apps.hr.emory.edu/Orientation](https://apps.hr.emory.edu/Orientation) and log-in using Emory ID and Password.

![Orientation Login](https://hrprod9.emory.edu/psp/hrprod9/?cmd=login)

I have other questions. How can I get help with orientation?

- **University Employees** Contact Employee Services for Online Orientation Help at: 404-727-7611
- **Healthcare Employees** Please contact Human Resources Services at [ehr.hrdata@emoryhealthcare.org](mailto:ehr.hrdata@emoryhealthcare.org) or 404-086-0282.

① To complete this process, you must continue until you see a completed indicator. This may be all check marks or a completion summary at the end of the online employee orientation.

2. The Online Orientation includes electronic hiring forms such as the I-9, W-4, and G-4. Students will need to bring original forms of I-9 identification to an RSPH HR representative (on the 8th floor of GCR) as soon as they have accepted an offer for a REAL position. Acceptable forms of identification are available on page 4 of the USCIS I-9 website ([http://uscis.gov/files/form/i-9.pdf](http://uscis.gov/files/form/i-9.pdf)).

⚠️ In the Online Orientation, students will also be requested to enter a bank routing and account number so that their paychecks may be direct deposited into an account of their choosing. Once the orientation and hiring are complete, students may view their paychecks, update their tax forms, and change their direct deposit settings at any time at Emory’s HR Web Self Service site ([https://hrprod9.emory.edu/psp/hrprod9/?cmd=login](https://hrprod9.emory.edu/psp/hrprod9/?cmd=login)).
Students will need to provide I-9 documentation after completing Section I of the I-9 form as part of this online process. Section II is completed in person with a Human Resources Representative.

3. Students will now Verify Personal Information. It is important that students update and complete ALL Fields of this form then click “Confirm”:
   - Click on “I-9 Employment Form” under Required Documents and read the instructions carefully.

4. After reading the instructions, click “Next”.

Students are directed to the I-9 Form. Read the instructions carefully and complete the form:
- Employee Information and Verification- Although this information populates automatically, double check to be sure that all of the information is correct.
- Select students Citizenship Status-Citizen of the United States or Lawful Permanent Resident. If Lawful Permanent Resident, please include Alien # and I-94 arrival/departure record expiration date.

5. Click “Continue”.

Students should notice checkmark for the document students just completed, the I-9 Employment Form. This indicates that Section I of the document was completed appropriately. (Section II is completed in person with a Human Resources representative at one of the scheduled sessions.) Checkmarks appear as students complete the other online documents.

NOTE: Students will need to provide I-9 documentation after completing Section I of the I-9 form as part of this online process. Section II is completed in person with a Human Resources Representative.
6. The next screen will prompt students to complete the W-4 Form. Read the instructions carefully and complete the form.
Items 1 – 4: Verify personal information (First Name, Last Name, Social Security Number, and Home Address).
Select Marital Status
Items 5 – 7: Indicate the number of Allowances and any Exemptions. For assistance with calculating the number of allowances, click the link to the IRS Withholding Calculator.

7. Check the box that says, “Employee Electronic Signature”.

8. Click “Submit”.

9. The next document students will see is the G-4 State Withholding Form.
   • Sections 1a-2b- Verify Personal Information.
   • Exempt Status- If this applies; select. If it does not, leave it unchecked.
   • Section 3- Select Marital Status.
   • Section 4- Indicate the number of Dependent Allowances.
   • Section 5- Provide any Additional Withholding requests and the amount.

10. Click “Submit”.
11. Students will then be led to complete the Direct Deposition Information. Please have banking account information readily available when completing this form.

12. Click “Next”.

13. Students will be prompted to complete other verification/agreements including the Safety Questions, Human Resources Agreement, and Student Instructions. Students should have green checkmarks for all of the documents students completed.

- Students should have already presented student’s I-9 documents to a Human Resources member, but if students have not, students must do so immediately to avoid delays.

- Be sure to select Log Out in the upper right corner before exiting to keep data secure.
CHAPTER 5
KRONOS TIMEKEEPING
The Kronos Timekeeping System

Kronos Workforce Central is a web-based timekeeping system used by the University and administered by the University Payroll Department. The RSPH Human Resources Department serves as the timekeeper for all Rollins Earn and Learn students. Questions regarding Kronos should be directed to RSPH Human Resources rsphhrhelp@emory.edu.

The Kronos Email

After hire data has been processed the student will receive an email with the timekeeping instructions and ID. This email includes: authorization to begin working, the job start date, information on how to use the Kronos system, and the student’s 9-digit Kronos timekeeping ID number. Students may not begin working until they receive the KRONOS email from Rollins Human Resources.

How Kronos Works

Before using the system, the employee must have received authorization from the timekeeper to begin using the system, as well as a 9-digit Kronos ID number and instructions for use. The 9-digit Kronos ID number is comprised of the employee’s 7-digit Emory Empl ID 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 and will determine which budget(s) are charged for the hours worked.

The Kronos system is a phone-based clocking system. Employees must call a certain phone number at the beginning and end of each shift to clock in and out. The Employer/timekeeper may then monitor these clocking transactions through the Kronos website.

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.

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 a thank you message if it was properly recorded. Do not hang up before the thank message is completed or the time will not be 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.

2. **Students may not clock in and out from cell phones without pre-approval.**

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

4. 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

5. The student will hear a confirmation and thank you message if it was properly recorded. **Do not hang up before the thank you message is completed or the time will not be recorded.**

If students make a mistake during telephone entry of students information, simply hit the * or asterisk button twice on the keypad or hang up before students hear the thank students message.

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 1/2 hr meal break will be set up for all REAL students. **KRONOS will deduct a ½ hour unpaid lunch once students work 6.5 consecutive hours.** 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.

**Employee Timecard Approval**

Emory requires biweekly employees to review and approve all 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 submitting any inaccurate information on my timecard.
Approve Timecard

1. Click My Approvals > Approve Timecards. The Timecard Approvals page will appear.

2. Review the totals for each timecard to ensure accuracy. To view or edit the timecard, click the View/Edit button.

3. Turn on the check box for the timecard(s) that you want to approve. To select all timecards 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. The timecard details will be removed from Timecard Approval list.

- After you complete the timecard approval you will receive an email confirming your approval.
- You cannot make any adjustments your timecard unless you remove the approval (see Remove Timecard Approval instructions). You will need to re-approve your timecard after changes are saved.
- Only your supervisor and departmental timekeeper have the ability to adjust your timecard. If this occurs, you will receive an email notice regarding the change(s) and will be prompted to review and reapprove your timecard.
Remove Timecard Approval

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

1. Click **My Approvals > Approve Timecards**. The Timecard Approvals page will appear.

2. Click the **Approved Timecards** button. A list will display timecards that can have the approval removed.

3. Click the **View/Edit** button for the applicable timecard. The timecard for the pay period you’ve selected will appear.

   ![Image of timecard approval](https://example.com/timecard.png)

   **Are you sure you want to remove this Approval?**

4. Click **Remove Approval**. The following prompt will appear:

5. Click **OK**. The timecard approval will be removed. **After you remove a timecard approval:**
   
   a. You will receive an email notice confirming that the timecard approval has been removed.
   
   b. You may make any adjustments that are needed. You will need to re-approve your 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, and review and approve timecards. Please note that employees must use the KRONOS phone system to record time worked. Excessive use of the Timecard Adjustment System to record daily shifts could be considered as system abuse and could lead to disciplinary action up to and including termination per University Policy 4.62 Standards of Conduct.

**Why do I need to review and approve my timecard?** The review and approval of your employee timecard is an important step in ensuring that the time reported is accurate and that you are paid correctly. Timecard errors can result in over or under payments as well as erroneous charges to department smartkeys.

**When should I approve my timecard?** Normally, the deadline is on the Saturday after each pay period closes, but may vary due to the holiday schedule.

**Can I approve my 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 receive an email reminder each day until the timecard approval process has been completed.
Can I edit my timecard after the deadline? No. If you need to edit a timecard that has been signed off, you must submit all adjustments to RSPH Human Resources via email, copying your supervisor, at hrhelp@sph.emory.edu.

Can I delegate this task to someone else? No. Each employee must approve his/her own timecard each pay period.

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

What happens if I am not able to approve my timecard by the established deadlines? If you are unable to approve your timecard by the deadline you will be paid for the hours reported on the timecard; however, you will receive an email reminder each day until the timecard is approved. Additionally, University Payroll will report unapproved timecards 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

- After completing the student hire process, students must wait to receive a confirmation email from RSPH Human Resources with the job start date and 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 compliance issue.

- Please keep Kronos IDs confidential. Under no circumstances may one employee clock for another.

- Only students who have off-campus assignments will have the ability to record hours off-campus.

- 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 remember 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.

- 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 (access site here).

- 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.
Abuse of the Kronos system, such as attempting to falsely report hours worked, is a serious offense and may lead to disciplinary action up to and including the termination of a student’s employment. Please make every effort to fully understand the system and ask questions when necessary to avoid disciplinary action.

If students hang up before students hear the “thank you” message, the time will not be recorded.

### Viewing Students Paycheck Online

Click [here](#) to login to HR Web. Enter Employee Self Service to view paycheck data or change State or Federal Withholding or direct deposit information. Be aware that RSPH Rollins Earn and Learn awards are calculated using the student’s gross pay, not the net (take-home) amount.

### Payroll Schedule

Click [here](#) to review payroll information at Emory’s Finance Division website.

### Student Hours Tracking

Supervisors receive an email notification each pay period of the hours worked by their REAL student(s) and are required to certify this information. REAL students and supervisors will be notified via email when a student’s remaining balance of hours to work reaches 50 hours, 20 hours, and 0 hours.

If the earnings students are tracking do not match the KRONOS numbers, please contact the REAL Program Manager immediately at [real@emory.edu](mailto:real@emory.edu) or 404-712-0687 to investigate the discrepancy.

See picture below for viewing hours for a specified range of dates (this is found under Reports).
Accessing Hours Worked Online

The best way to track hours worked in a pay period or a semester is through the Emory Timecard Adjustment System (click here).

Student may also review their hours worked online by using this link. Students must select the Reports Tab, then click on the Clocking Transaction Report Option. On the next screen, the student should enter their 9-digit Kronos ID and a range of dates, and then a complete clocking report will display. It is recommended that students who work for external organizations print out the clocking report and provide it to their supervisor on a weekly or biweekly basis.
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 RSPH Student Services immediately of changes in financial situation, of a possible change to a new Rollins Earn and Learn job, or of any suspected irregularity in Rollins Earn and Learn earnings or awards. The email address for the REAL Program Manager is real@emory.edu.

Employer Rights and Responsibilities

Each Rollins Earn and Learn Employer has the right to the following:

- To have assigned tasks completed efficiently and correctly by the student employee.
- To have student employees record their time properly.
- To expect student workers to adhere within reason to a regular work schedule.
- To be notified immediately if a student must miss a scheduled work shift.

Each Rollins Earn and Learn Employer 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 student employees.
- To clarify the required hours of work and expected duration of job to students.
- To set expectations for quality & 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 approval from RSPH Human Resources or continue working past the point of termination.
- To discuss and document any performance issues with student employees.
- To ensure 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 RSPH Student Services, timekeepers, and students.

Professional Work Ethics

The Employers who partner with RSPH to provide meaningful Public Health work experiences to students have the strong potential to steer a student’s professional direction. Thesis, Applied Practice Experience (APE), and full-time job opportunities can result from maintaining a positive, professional relationship with the Employer. Also keep in mind the likelihood that students will ask a supervisor for recommendations in the future, so this work experience is very important in building the resume and career. Thus, adhering to a set of professional values ensures that student behavior and approach reflect positively on students and the Rollins School of Public Health.

In an effort to help students optimize professional relationship and the job experience, please review the following professional standards. Please be advised that these are minimum standards:

1. **Dress professionally.** Student attire for interviewing should always be business professional. Once students have secured the position, have a discussion with the supervisor about appropriate work attire. Even if the attire is casual, be sure to look neatly arranged. No ripped jeans, revealing or tight clothing, tank tops, etc. should ever be worn to any job assignment. Students never know when a supervisor may want students to accompany him/her to meetings or when a surprise visit from an executive may occur.

2. **Limit computer/technological use to the assignments that have been given.** While at work, students should be focused and completely dedicated to the work that has been assigned. Do not work on homework/class assignments, check personal emails (i.e. Gmail) or visit online social networking sites such as Facebook or Twitter. Students should absolutely not send or reply to text messages or personal phone calls during work hours. There is an exception if students need to take a personal call for emergency purposes. Please be advised that agencies and organizations can track emails, websites visited, and other computer-usage history and have grounds to terminate for misuse.

3. **Be punctual.** The foundation of trust building is reliability. Arrive at the job site at the agreed upon times. Supervisors should be able to depend on consistent, timely arrival.

4. **Give a supervisor as much notice as possible when students have to be absent, leave early, or come in late.** Employers rely on students to commit to the schedule to which students have agreed. If students have a doctor’s appointment, exam, academic related-commitment, etc. students should discuss a possible absence with the supervisor, at a minimum, two weeks prior to the day of the expected absence. Also, discuss in advance with the supervisor how such information needs to be communicated.

5. **Be respectful in managing all tasks.** Students should be aware that many jobs will occasionally require students to perform administrative tasks that come with all job opportunities and Rollins Earn and Learn jobs are no exception. Please shape expectations accordingly and be respectful when accepting all tasks. All work activities are important to the productivity and goals of the organization and no one is above completing certain tasks.
6. **Be honest about the job search.** If students are interviewing for multiple job opportunities, it is okay to openly share this information with prospective Employers that you are waiting to hear from other Employers about possible job assignments. Sharing this information would not exclude students from consideration and it helps the Employer to frame their expectations.

7. **Honor the commitment made to work the full semester.** When students accept a position, please understand that a commitment has been made to work for that Employer for at least one semester. **What this means is that once you accept an offer for a REAL position, the expectation is that:**

   a. You discontinue searching/applying for other REAL positions and

   b. If an employer reaches out to you for an interview, that you are honest about already having secured a REAL position elsewhere and therefore cannot interview for a REAL position with them.

We do not want to set a precedent where our REAL students are accepting offers and then switching or backing out—this impacts employer relations, the time organizations have spent interviewing students, etc.

A student always has the option to find a new REAL position in the Spring semester should they find/decide that they will not be continuing in their fall semester REAL position.

8. **Share concerns/issues with the supervisor.** If students are having problems or issues, schedule a time to meet with the supervisor to have a discussion about students concerns. Do not simply resign because of a perceived offense or hurt feelings. More often than not, an open discussion about the issues can lead to an amicable agreement or help students to draw a different conclusion. Conflict management is something everyone has to face so please keep that in mind before walking away from an opportunity.

9. **Uphold confidentiality.** Confidential information should not be disclosed. If students are working with records containing others’ personal information or other classified data, students are not to share or discuss that information for nonwork-related purposes. Some Employers may require students to sign a confidentiality agreement which students should review very carefully.

10. In addition to these minimum standards, each student should initiate a discussion with their supervisor to discuss office protocol and job expectations.
REAL Student Work Plan Documents

We strongly urge all supervisors and students to complete a REAL Student Work Plan document ([click here to view](#)). This work plan document will enable supervisors to set expectations. This document should be completed together, outlining the public health competencies involved and the tasks and the deliverable related to both.

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 RSPH Office of Admission and Student Services ([real@emory.edu](mailto:real@emory.edu)). Performance evaluations are beneficial to students as a student, the current Employers, and to post-graduation Employers. The form will be e-mailed to all students and supervisors at mid-semester.

An evaluation must be completed either at the time of termination or at the end of the academic year, whichever is first. The Employer will share the evaluation with students and both should sign the evaluation. The joint signature is a method of indicating that the student has reviewed the supervisor’s comments. All evaluations will be submitted to RSPH Student Services and will then be placed in students personnel file.

Program Evaluations

In order 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.

Unpaid Wages and Terminations

Any student employee who resigns or is terminated must receive any unpaid wages which are due.

Voluntary Terminations

If a student leaves a Rollins Earn and Learn position, advance notice must be provided via e-mail to the REAL Program Manager at ([real@emory.edu](mailto:real@emory.edu)), as well as to the Employer.

Termination for Job Abandonment or No-Show

If students are hired and students do not report to work within a reasonable period of time, and the Employer is not able to contact students, it is safe for the Employer to assume students do not intend to work for that Employer/department. No-shows will be terminated within two weeks of non-contact. If students begin working but do not return to work or contact the Employer regarding absences, it is also grounds for termination of employment.

⚠️ Please keep in mind that this type of negligent behavior reflects poorly on students and the institution. If students are no longer able to fulfill an employment commitment, please follow professional protocol in communicating departure. Remember that Employers may lead students to thesis and practicum opportunities as well as full-time employment in the future. Employers also typically communicate with various colleagues in a number of other agencies/organizations which means it is always critical for students to leave positive impression in the mind of the Employer.
Termination Upon Reaching/Exceeding the Semester Award/Earning Limit

As a courtesy, emails are sent out to supervisors and students indicating when students are within $500 of exhausting semester award amounts or when students have reached or exceeded the award maximum altogether. While this should not be relied upon as the sole means for tracking, the “Award Reached or Exceeded” email does indicate that the student will be terminated immediately.

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 the REAL Program Manager in the Department of Student Services. An Employee Evaluation form should be completed at the time of termination.

Changing Rollins Earn and Learn Jobs

When students accept a position, please understand that a commitment has been made to work for that Employer for at least one semester. What this means is that once you accept an offer for a REAL position, the expectation is that:

a. You discontinue searching/applying for other REAL positions and
b. If an employer reaches out to you for an interview, that you are honest about already having secured a REAL position elsewhere and therefore cannot interview for a REAL position with them.

We do not want to set a precedent where our REAL students are accepting offers and then switching or backing out—this impacts employer relations, the time organizations have spent interviewing students, etc.

Students are permitted to change Rollins Earn and Learn jobs mid-year, provided a specific protocol is followed.

1. As a professional courtesy, students should give notice to the original department two weeks prior to departure. This notice should be given in person. Next, an email needs to be sent to the REAL Program Manager at real@emory.edu, and the e-mail needs to confirm the last date to be worked in the position.

2. If students have a new position, students may NOT yet begin working in the new job at this point. Please e-mail the REAL Program Manager the supervisor contact information and the Handshake job posting number for the new position.

3. Once the termination of the first position has been posted in the HR system, the new supervisor may begin the hiring process.

4. Students may begin working in the new department once the hiring process has been completed, and an approval email with the new KRONOS ID has been sent to the student and the new supervisor by RSPH Human Resources.

5. The new supervisor must ensure students begin using the appropriate KRONOS code for the new job.

The HR system is not set up to prevent managers from hiring a student into a second Rollins Earn and Learn job. When students intend to change Rollins Earn and Learn jobs mid-year, it is essential that a proper termination and rehire process are completed.
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 first.

2. If the grievance remains unresolved, the student may meet with the Department of Student Services and have the situation reviewed. In this instance, a meeting will be held at the Department of Student Services between the Program Coordinator, 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 Emory University’s 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.

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 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.