

The 2007-08 Federal Work-Study Program



EMORY UNIVERSITY

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Chapter 1

THE FEDERAL WORK-STUDY PROGRAM

The purpose of the Federal Work-Study (FWS) program is to stimulate and promote the part-time employment opportunities for undergraduate, graduate, and professional students with demonstrated financial need. Employment under FWS must be reasonably available to the extent of available funds, to all eligible students in the institution in need thereof and equivalent employment offered or arranged by the institution must be reasonably available to all students in the institution who desire such employment. The institution must provide assurances that employment made available from FWS funds must, to the maximum extent practicable, complement and reinforce the educational program or vocational goals of each student receiving assistance under the FWS program.

FEDERAL SHARE/INSTITUTIONAL SHARE OF STUDENT COMPENSATION

For the 2007-08 academic year, the **federal share** of FWS compensation paid to students may not exceed **70 percent**. The **institutional share** for 2007-08 academic year will be **30 percent**, which will be paid by the departments. The federal and institutional shares are expected to remain at the current **70/30 split** for subsequent years or until the Director of Financial Aid deems otherwise.

NOTE: A student earns his/her FWS award at 100%. Thus, when determining the remaining balance a student has to work at a given point, please use the 100% amount. The 70/30 amounts are used for accounting purposes only.

GOALS OF THE STUDENT EMPLOYMENT OFFICE

The goals of the Student Employment Office are:

- To provide a centralized source of employment information, assistance and community job service opportunities for students and employers.
- To establish and administer student employment policies and procedures which advance the basic philosophy of the University.
- To maintain student employee records.
- To ensure that payroll information maintained in compliance with University, federal and state guidelines.
- To reaffirm the University's Equal Opportunity commitment to provide equal employment opportunities to all registered Emory University students.
- To provide financial assistance through employment to eligible students in order to help meet their educational costs.
- To provide an alternative to the "heavy burden" of indebtedness.

TYPES OF EMPLOYMENT

Federal Work-Study (FWS) Employment (70% Federal Share, 30% Institutional Share) – Federal Work-Study employment is partially funded by the federal government. To be eligible for Federal Work-Study, the student must apply for financial aid during the academic year. While certain jobs are specifically for federal work-study students, no job is guaranteed by any means. **Federal Work-Study students are limited to working a maximum of twenty (20) hours per week during periods of enrollment.** Students may work either on-campus or off-campus. Off campus sites must be approved by the Student Employment Office.

NOTE: Although Federal Work-Study students are limited to working a maximum of twenty (20) hours per week during period of enrollment, ‘the math’ still has to be completed in order for you, as the supervisor, to determine the number of hours a student should work for your particular office per week.

Formula: Please use the formula below when determining the number of hours your FWS student can work per week.

Enter the student’s award amount per semester \$_____ / divide this amount by the student’s pay rate per hour \$_____ = _____ (this number represents the total number of hours the student can work per semester) / divide this number by the number of weeks in the semester _____ i.e. there are usually approx. 16 weeks in a semester (if the student is starting at a later date than the beginning of the semester, you will have to determine the number of weeks the student has remaining to work for the semester by counting from the date the student begins work until the end of the semester) = _____ (this number represents the number of hours the student may work per week).

Enter the student’s **award amount per semester:** \$_____

÷

Divide this amount by the student’s **pay rate per hour:** \$_____

=

Total number of **hours student can work per semester:** _____

÷

Divide this number by the **number of weeks in the semester:** _____

=

The number of **hours the student may work per week:** _____

Example:

Student awarded \$5,000 per year; \$2,500 per semester at a pay rate of \$12.00 per hour.

Award amount per semester: $\frac{\$2,500}{\$12.00} = 208$ (number of hours eligible to work per semester) / divided by number of weeks in semester $\frac{208}{16} = 13$ (number of hours eligible to work per week).

This particular student should not work more than 13.00 hours per week if he/she works the entire semester.

The above is an example only! You, the immediate supervisor, should provide specific details regarding the number of hours a student is eligible to work per week. Additionally, there are certain variables that can alter the number of hours a student can work per week. Communication is the key.

Work schedules are discussed and agreed upon, specifically, by you, the immediate supervisor, prior to the student's start date. These schedules vary according to the needs of the immediate supervisor and the individual student's availability during each academic semester. Students are limited to working a maximum of 20 hours per week during periods of enrollment (when classes are in session) and can work up to 40 hours per week during periods of non-enrollment (Christmas Break, Spring Break).

Regular Student Employment (100% Institutional Share/Departmental Funding) - Regular employment is funded by Emory University through fiscal year allocations made to the departments. Terms and conditions of employment are strictly between the student and the hiring department.

MULTIPLE EMPLOYMENT

Students are allowed employment in only **one** federal work-study job during the academic year. However, a federal work-study student can be employed as a regular student worker (100% departmental funding) and as a federal work-study student worker simultaneously. This is considered multiple employment.

Special Provision: Students are able to work in **two** federal work-study positions provided one of them is the Emory Reads Program, a division of the America Reads Challenge.

AMERICA READS CHALLENGE

The America Reads Challenge offers a unique opportunity for colleges to join with others across the nation in improving the future of our country. The late Ernest Boyer, who served as U.S. Commissioner of Education in the late 1960's and later headed the Carnegie Foundation, frequently lamented in his later years the failure of academe to take an active role in the greater

community that surrounds it. He urged his colleagues on the campuses to dedicate themselves and their resources to improving the world around them. He warned that isolation from the community would lead to a loss of respect for the academic world. Developing a corps of FWS tutors is clearly a step in reestablishing the leadership role of the campus in the community.

In addition to being the right thing to do, working with community schools to help them fulfill their missions will also lead to a more cohesive education system. The students who are being tutored in elementary schools today will be the college students of tomorrow.

EMORY READS PROGRAM

The Emory Reads Program is a division of the America Reads Challenge. Although this program is facilitated by an Emory University student each year, it is the responsibility of the Student Employment Office to ensure that this program is within regulatory compliances as set by the federal government. The Student Employment Office has paired with Hands On Atlanta to bring this program to Emory University students.

Emory University FWS student employees help improve the skills of elementary and/or middle school students reading below their grade level(s) and ultimately help their confidence along with their chances of academic success.

Emory University FWS student workers will typically meet 2 students each hour as a reading tutor. Further, each student worker sets his/her schedule, which must remain constant for the entire semester. For more information pertaining to the Emory Reads Program, students are encouraged to contact the student employment office.

QUALIFICATIONS FOR WORK-STUDY EMPLOYMENT

A student must meet the following qualifications to be eligible for federal work-study:

- Must be enrolled at least six (6) hours as a regular student pursuing a degree.
- Must maintain satisfactory progress as defined by the Office of Financial Aid.
- Must be a citizen or permanent resident of the United States.
- Must have financial need as determined by the Free Application for Federal Student Aid (FAFSA).

IMPORTANT NOTE:

In some instances, a student's financial aid award package can change in the midst of the academic year, resulting in the work-study portion being modified or even cancelled. A student's ability to participate in the FWS program and to earn work-study funds rests solely on the decision of the Emory University Office of Financial Aid. In the rare instance that an award is modified, the department will be responsible for 100% of the student's earnings outside of the modified Federal Work-Study Award.

Chapter 2

MONSTERTRAK

For auditing purposes, an accurate MonsterTrak job listing is required for each Federal Work-Study student worker. Hiring Managers are NOT authorized to hire a student in OPUS prior to the job posted in MonsterTrak being APPROVED by the Student Employment Office.

EMPLOYER TUTORIAL FOR MONSTERTRAK

At the end of this tutorial you will be able to:

- 1) Log in to Student Employment
- 2) Create a new job listing / edit an existing job listing
- 3) Post a job as both work-study and non-work study.

1) LOG IN TO STUDENT EMPLOYMENT

Go to www.emory.edu/FINANCIAL_AID/student_employment/employer-login.php. You will see the following:



This area is designated for employers to log into MonsterTrak. Enter your info below to login.

Phone Number:

Password:

LOG IN

PHONE NUMBER: Enter the direct phone number (with hyphens) of the main departmental contact person for FWS. Typically, this number is assigned when training on the MonsterTrak system has been completed. If you are not the main departmental contact person and/or you do not know the phone number assigned, please contact the Student Employment Office at 404-727-6039.



Example: For the Student Employment Office 404-727-6039 would be entered.

PASSWORD: Enter the 4 (four) digit departmental account number. You can identify this number because it begins with a “U” and ends with 2 (two) zeros.

Example: Student Employment’s departmental account number is U196000 thus 1960 is the password.

LOG IN: Click here to proceed.

You will then see a screen similar to the one below:



job listings menu

Manage your job listings here.

EMORY UNIVERSITY
Student Employment

CREATE ▶ a new job

Active Jobs:
(no jobs)

Pending Jobs:
(no jobs)

Inactive Jobs:
(no jobs)

Jobs in the Holding Bin:
(no jobs)

VIEW/EDIT ▶ the selected job

SUBMIT ▶ Placement Data for the selected Job

DUPLICATE ▶ the selected Job with a new Job ID

CHANGE ▶ Entry Type to

DELETE ▶ the selected Job

2) CREATE A NEW JOB LISTING/EDIT AN EXISTING JOB LISTING

On the Job Listings Menu, you will see:

CREATE a new _____ job (from the drop down box select WORK-STUDY or ON CAMPUS (NON WORK-STUDY))

Important Note: Here you will be able to select from the drop down menu box On Campus (Non Work-Study) or Work-Study. It is imperative that you select the correct one because this determines whether your position will be viewed by students as a Work-Study position or as an On Campus (Non Work-Study) position. On Campus (Non Work-Study) is listed first by default so make sure you select the correct one. Most listings are for Work-Study and not On Campus (Non Work-Study).

Once you select the type of job, i.e. WORK-STUDY or ON CAMPUS (NON WORK-STUDY), then click **CREATE**.

You will then see a screen similar to this one:

The screenshot shows a web interface for editing a job listing. At the top, there is a header with the Emory University logo and the text 'EMORY UNIVERSITY' on the left, and 'monsterTRAK®' on the right. Below the header, the page title is 'edit job'. A note states: 'Mandatory fields are marked in red with an asterisk(*)'. The main content area is titled 'EMORY UNIVERSITY' and 'CONTACT INFO'. The form contains the following fields:

- Name:
- Title:
- Division:
- Phone: Extension:
- FAX:
- Address:
- Address 2:
- City:
- Zip:
- State:

JOB DESCRIPTION

* Job Title:

Job Reference:

Openings:

* Job Type: (select below)

* Job Category: (Select Below)

Job Sub-Category:

To make multiple selections within a list, hold down the Control key (Windows) or Command key (Mac) while selecting the desired items.

Job City: Atlanta

Job State: (select below)

Job Country: (select below)

On/Off Campus: On-Campus

How to Apply

Start Date

Semester Available
Fall
Winter
Spring
Summer

When to Apply

Days / hours & duration of job:

Salary:

Email:

Website Address: http://

Company Description: (40 lines max, use return to end lines)

A large empty rectangular box with a vertical scrollbar on the right side, indicating a text input area. The scrollbar is positioned on the right edge of the box, with a small handle at the top and bottom. The box is outlined in black and is currently empty.

Qualifications: (40 lines max, use return to end lines)

A large empty rectangular box with a vertical scrollbar on the right side, intended for text input.

*** Duties & Responsibilities:** (40 lines max, use return to end lines)

Employment Type

- Off Campus(Work-Study)
- On Campus (Non-Work Study)
- On Campus (Work Study)

*** Post Listing On:**

Month: Day: Year:

*** Remove and Archive Listing On:**

Month: Day: Year:

PREVIEW ▶ before final submission

CANCEL ▶ and return to Job Listing

- **CONTACT INFORMATION** – This information should default to the main contact person for your department. However, remember, students will be viewing this contact information; therefore you can change the contact information to list whomever you wish the student to actually contact within your department initially.
- **JOB DESCRIPTION** – All of the entries below describe the position and must be completed. To make sure your job description is in compliance with regulations as detailed by the U.S. Department of Education, please complete all entries (not just the ones marked in RED above).

Job Title: Type in an actual job title. Do not enter “Work-Study” as the title (Ex: “Office Assistant”)

Job Reference: Type in the name of the department (Ex: “Office of Financial Aid”)

Openings: May use one MonsterTrak listing for numerous positions with same job title (Ex: 4)

Job Type: Always select “part-time”

Job Category: Always select “Education, Training and Library”

Job Sub Category: Always select “Administration – Post Secondary”

Job City: Always type in “Atlanta”

State: Always select “Georgia”

Job Country: Always select “United States of America”

On/Off Campus: Always select “On Campus” unless entering for an Off Campus Affiliate

How to Apply: Type via telephone, fax, and or email

Start date: Type actual date student will start working (Ex: “09/01/2006”)

Semester Available: Select “Fall,” “Spring” or “Summer”

When to Apply: Type an actual date or ASAP if you would like students to apply immediately

Days/Hours & Duration of Job: Type flexible; as set by employer; and/or not to exceed 20 hours per week

Salary: Type an actual amount/range (Ex: “\$9.00 per hour” (amount) or “\$7.50 -\$9.00 per hour” (range))

Email: Type an actual email address (Ex: “dldooley@emory.edu”)

Website: Type an actual website address (Ex: “www.emory_biology.edu”)

Company Description: State the purpose of the position as it relates to the Emory University FWS program (Ex: “The Financial Aid Office assists students in receiving Federal and some institutional financial aid. The office assistant will assist the Financial Aid Office in general clerical support.”)

Qualifications: State the minimum qualifications the student must have to obtain the position (Ex: “Undergraduate. Will train.”)

Duties and Responsibilities: State the job duties that the student will be expected to perform (Ex: “Filing, preparing mailings, data entry, running errands, correlating and other duties as assigned by the supervisor.”)

Employment Type: Select (Off Campus – Work-Study; On Campus Non Work-Study; or On Campus Work-Study)

Post Listing On: Type in date you would like the job posting to be viewed online by students (Ex: “09/01/2007”.)

Removal and Archive Listing On: Type in date the job posting should no longer be visible online by students (Ex: “10/01/2007”). Should not exceed 3 months of the date the position is filled. Rule of thumb: Once position is filled, remove/archive listing on this date.

Once this information is entered, the employer will be able to **PREVIEW** the job listing before final submission. After final submission by the employer, the position will be routed to the holding bin for review by the Student Employment Office. Upon approval from the holding bin by the Student Employment Office, the position will be advertised/posted. At this point, students are able to view the position online.

Please do not list the FWS office as a contact in the initial contact information fields. The student must contact the department directly.

There will be list of jobs already created by your department that you may select and they will be listed as follows:

ACTIVE JOBS – Jobs that can be viewed currently by students accessing the MonsterTrak system.

PENDING JOBS – Jobs that can be viewed at a later date (this date is specified by the person advertising the position) by students accessing the MonsterTrak system.

INACTIVE JOBS – Jobs that cannot be viewed currently by students accessing the MonsterTrak system.

JOBS IN THE HOLDING BIN – Jobs awaiting approval from the Student Employment Office. Students cannot view jobs in the holding bin consequently. It is imperative that you list jobs properly so that your job will be released from the holding bin as soon as possible.

At the bottom of the screen you will have the option to:

- VIEW/ EDIT** ▶ the selected job
- SUBMIT** ▶ Placement Data for the selected Job
- DUPLICATE** ▶ the selected Job with a new Job ID
- CHANGE** ▶ Entry Type to
- DELETE** ▶ the selected Job

VIEW/EDIT – the selected job. Here you will be able to select the active, pending, inactive, or job in the holding bin to view and/or edit and make appropriate changes.

- Select the job listing that you would like to edit from the **ACTIVE, PENDING, INACTIVE, or JOBS IN THE HOLDING BIN** list by clicking on the open circle to the immediate left of the date/job title of the appropriate listing.
- Scroll to the bottom of the **Job Listings Menu** page and click on **View/Edit**
- Scroll to the bottom of the **View Job** page and click on **Edit**. You will then enter the **Edit Job** page. Here you will be able to **Modify/Update** the job listing.

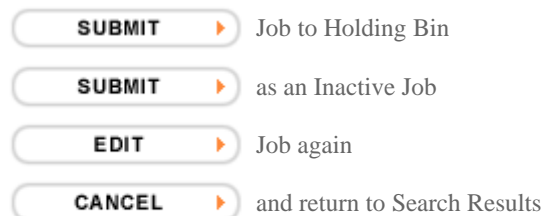
Archiving/Removing a Filled Position

To Archive or Remove a filled position, you would type in the date **PRIOR** to the date the job posting should no longer be visible online by students (Example: If you no longer want a listing to be viewed by students as of 12/12/2007, you would remove/archive the position on 12/11/2007).

Once a position is filled, the hiring manager should **ALWAYS** remove/archive the MonsterTrak listing on the date **PRIOR** to the date the job posting should no longer be visible on line by students.

After modifying and or updating the job listing, click on **Preview**.

If all your modifications and updates are correct you will be able to **Submit the Job to the Holding Bin, Submit the Job as an Inactive Job, Edit the Job Again, or Cancel and Return to Search Results**.



SUBMIT – placement data for the selected job.

DUPLICATE – the selected job with a new Job ID. You can create different jobs that are similar without having to retype the data by clicking Duplicate. The job will be assigned a separate Job ID number, but the data will be exactly the same as the listing which was duplicated. To modify the new listing, simply follow the steps for Editing a Job Listing.

CHANGE – entry type from “On Campus (Non Work-Study)” to “Work-Study” and vice versa.

DELETE – the selected job. This feature will completely delete a job from the system. Once you have removed the listing, it is no longer accessible and cannot be retrieved. **NEVER** delete a job because we archive jobs to utilize for auditing and recordkeeping purposes.

POST A JOB AS BOTH WORK STUDY AND NON WORK STUDY

To have a job listed as both a **Work-Study** and a **Non Work-Study position**, you would do the following:

1. Create a Work-Study job as outlined above.
2. Use the Duplicate feature to create an identical job opening. (Note: This means that there will be individual work-study and non work-study entries for a single position.)
3. After duplicating the job, select one of the identical job entries.
4. Select "On Campus Non Work-Study" from the dropdown menu in the Change feature.
5. You now have two identical openings - one for Work-Study and one for Non Work-Study.

This is the end of the tutorial. You are now armed with the information needed to successfully Log In, Create/Edit a New Job Listing and Post a Job as both Work-Study and Non Work-Study. If additional information is needed or required, please feel free to contact the Student Employment Office at (404) 727-6039.

SAMPLE MONSTERTRAK FEDERAL WORK-STUDY JOB LISTING

view job

EMORY UNIVERSITY
MonsterTRAK Work Study Job Listing #102225404
Job Reference: Financial Aid
(job will be posted on: 08/01/2004)
(job will go offline on: 09/30/2004)

Company: EMORY UNIVERSITY
Division: Financial Aid
Job Title: OFFICE ASSISTANT
Job Type: Part Time
Wage/Salary: \$7.50-\$9.00
Days/Hours: Flexible
Location: Atlanta, GA
On/Off Campus: On-Campus
Openings: 4
How to Apply: In Person
Start Date: 08/16/2004
When to Apply: ASAP

Company Description: The Financial Aid Office assists students in receiving Federal and some institutional financial aid. The office assistant will assist the Financial Aid Office in general clerical support work.

Qualifications: Undergraduate. Will train.

Job Description: Filing, preparing mailings, data entry, correlating and other duties as assigned.

This is an Equal Employment Opportunity

Contact: Margie Murphy
EMORY UNIVERSITY
Financial Aid
301 B. Jones Center
Atlanta, GA 30322
404-727-6030 FAX: 404-727-6709
mmckan@emory.edu

Employment Type(s): On Campus (Work Study)

IMPORTANT NOTE!

For the 2007-08 academic year, please update and/or create jobs in MonsterTrak by **August 1, 2007** so that the Student Employment Office will have the opportunity to approve these jobs by the start of the FWS program.

As you all are probably aware, we receive an influx of listings for approval in August. Please update and/or create jobs in a timely manner.

You may expect correctly entered MonsterTrak listings to be released from the holding bin within two business days of the correctly entered MonsterTrak listing being posted into MonsterTrak.

Chapter 3

HIRING FEDERAL WORK-STUDY STUDENTS

STUDENT EMPLOYMENT PROCEDURES

Important Notes

- Students may **NOT** begin work prior to:
 - 1) The hiring manager having entered the student into **OPUS** and an **OPUS APPROVAL** having been received by the hiring manager.
 - 2) All hiring paperwork having been completed, routed to, and received by HR Data Services and an **approval email having been received from Data Services** by the hiring manager.

Under no circumstance will the Student Employment Office pay any student for work performed before this official approval process has occurred!

- Additionally, do not input student records into OPUS unless you are actually committed to hiring the student. In the past, we have encountered departments that have hired students in OPUS but the student does not work in the department nor have any intention of working in the department (the department most likely hired this student in OPUS after a Job Fair encounter). If you encounter a student at the Job Fair and the student completes all the necessary hire paperwork but does not show up for work for approximately 2 weeks and you have had no other contact with the student, you must terminate the student as a 'no show' immediately. If the student has no contact with your department, it is obvious the student does not intend to work for your department, and by terminating the student you will enable the department that the student desires to work with to hire the student.
- If you hire a student via OPUS and the student works for only one pay period or only a short period of time and does not show up again and/or the student does not attempt to contact your department, please terminate this student immediately as well.

HIRING PAPERWORK

The actual hiring paperwork for first time work-study students will include the I-9, Tax Forms (G-4, W-4) and the Direct Deposit Form. The hiring manager in each department will enter new hire information on OPUS and the hiring paperwork will be sent directly to Human Resources via drop box or courier with an OPUS cover sheet.

EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9

Federal regulations require an I-9 to be completed on every new applicant for employment. The student completes Section 1. After reviewing and inspecting the appropriate documents used to establish identity and employment eligibility, the hiring manager completes Section 2. The I-9 must be recertified (Section 3) if there is a break in employment services for 120 days. Acceptable documents are listed on the back of the I-9.

FEDERAL & STATE TAX FORMS

Federal and State tax forms are required for students who are new employees on the University payroll system or students who have not been employed on PeopleSoft for the past 120 days. Federal and state tax forms must be completed.

DIRECT DEPOSIT AUTHORIZATION FORM /CASH PAY

This form allows payroll funds to be directly deposited into a student's checking or savings account. A voided check must be attached to the form. Direct Deposit is the most convenient method of distributing payroll checks for both Emory University and the student. This form is highly recommended for all FWS students and can be used with any banking institution. If a student refuses to complete the necessary paperwork for direct deposit authorization, the employer is urged to call the Payroll Office (404-727-6100) for further information regarding Cash Pay. Cash Pay is an alternative method to direct deposit.

Note: Paper checks are highly discouraged due to the inconsistency of current mailing addresses.

AGE CERTIFICATION

Any University employee under the age of eighteen (18) must be certified before beginning employment. Due to changing regulations regarding Age Certification, please contact Shauntae Cleveland (404-712-9274) in Human Resources Data Services if you wish to hire a student under 18 years of age. Emory University prohibits hiring anyone under the age of 16.

Note: A student under the age of 18 cannot begin working until the Age Certification process is completed.

THE KRONOS WORKFORCE TIMEKEEPER SYSTEM

The Kronos Workforce Timekeeper system, version 5.2, is the software application used to capture time information. It is designed to track employee time information automatically. It is configured to carry out Emory University's specific pay policies.

The Kronos Workforce Timekeeper system also tracks employee attendance information. The software compares scheduled time to time actually worked.

The newest version of the Kronos Workforce Timekeeper system has a different look and feel. Navigation and editing can be performed quite efficiently.

- Kronos Workforce Timekeeper is a web-based application
- Kronos Workforce Genies provide an easy navigation through the software along with fast data feedback.
- Kronos Workforce Timekeeper holds historical information.

The timekeeper plays a vital role in the success of Emory University's Kronos Workforce Timekeeper system. Regular communication with supervisors and performance of the various responsibilities will prevent errors, ensure correct payment to student employees, and minimize the time spent on payroll-related activities.

The Kronos Workforce Timekeeper system is an important part of Emory's payroll process. It collects employee hours and applies rules to total and process the hours. This data may be used to generate reports and is transmitted to the PeopleSoft payroll system at the end of each bi-weekly pay period.

Employee Responsibility

The employee responsibilities for the Kronos Workforce Timekeeper system are as follows. Student employees are responsible for recording their time in the system by phoning into the system using their Kronos employee ID number. This information, along with the name of their timekeeper(s) and HR Representative, is shown on the Kronos personal access card they receive during training. Timekeepers are responsible for distributing Kronos personal access cards to new student employees.

Student employees dial into Kronos from a phone with a 727-, 712-, or 251- exchange using 3-6666. From any other number, they use the remote access number 404-712-9350. Advance departmental approval is required for use of the remote access number by the student employee. If a student needs to utilize the remote access number, the department should notify the Payroll Office. The phone numbers which student employees use to time in/out are recorded and displayed on the Clocking Report. Student employees can also inquire on their time worked by calling the Time Status Inquiry System (TSIS) at 2-9445.

Student employees who fail to record their time on a particular day should notify their timekeeper. Departments may allow student employees the option of submitting corrections to the timekeeper via e-mail with a copy to the supervisor.

Kronos Instructions for Students

- Kronos is an automated system for recording hours worked.
- Kronos allows students to use the telephone to record hours worked per Employee ID number.
- Kronos automatically calculates the students' total hours for the pay period.
- Students are identified in Kronos by a 9-digit Employee ID number. The number consists of the students current 7 digit Employee ID plus a 2 digit record number (00, 01, 02, etc). *Please be sure to use the correct 9 digit Employee ID for each job.* Students who have or have had more than one Emory job will have multiple employee numbers. The difference may only be the last digit.
- Kronos allows students to check on hours worked via telephone (through the Time Status Inquiry System or TSIS).

Students will be given a Kronos information card which contains the following information:

- the student's 9-digit Employee ID number that identifies students with a job and department
- the name and phone number of the student's timekeeper in case the student has a question or needs to make a correction or adjustment
- the instructions on using the system to call to clock in/out and to check hours worked
- the phone numbers for accessing Kronos and TSIS

To clock in/out:

- Dial 3-6666 from a designated phone in student's work area.
- Enter the student's 9-digit Employee ID number provided on the student's Kronos information card.
- Enter the proper clocking code:
 - Enter 1 to clock in
 - Enter 9 to clock out.
 - Enter 3 to clock out for a meal break (if applicable).
 - Enter 4 to clock in from a meal break (if applicable).
- Hang up **AFTER** the student hears the thank you message so that the student's information will be recorded.

IMPORTANT NOTE:

Kronos "rounds" the time to the nearest 15 minutes, based on 7½ minute intervals.

Examples: 9:07 would round to 9:00, while 9:08 would round to 9:15

9:22 would round to 9:15, while 9:23 would round to 9:30, etc.

IMPORTANT NOTE: Students working 6.5 or more consecutive hours on any day must show a 30 minute break period for that day. Supervisors should have some means of monitoring what hours the student is phoning into the Kronos system.

Students working non-traditional work-hours and on weekends must send an email to their supervisor and cc the Student Employment Office prior to working these hours.

ADDITIONAL INFORMATION:

- Students' employee numbers must be kept confidential. Do not have anybody clock in or out for a student.
- If a student works off campus or at a remote location, please see the student's timekeeper for the off campus phone number. The student must be authorized in advance to use this number.
- If a student makes a mistake during the telephone entry of Kronos information, simply hit the * or asterisk button twice on the keypad or hang up before hearing the thank you message.
- If a student misses a clocked transaction during the work day, such as failing to clock in or clock out, Kronos will automatically notify students via the Emory e-mail system (the student's business e-mail address recorded in the e-profile system). For department specific information and other special circumstances, please contact the student's timekeeper. For general information on Kronos, please contact Payroll at 404-727-6100.

IMPORTANT NOTE: Please advise all Federal Work-Study student workers to check their Emory email accounts regularly because we use these Emory email accounts to send specific messages and to notify students of Kronos errors.

IMPORTANT NOTE: It is strongly advised that all FWS students record their hours on manual (handwritten) timesheets in conjunction with the Kronos system. These manual timesheets may prove invaluable if a student forgets to clock via Kronos or if problems arise in the Kronos system. Manual timekeeping in conjunction with Kronos clocking also allows the student and supervisor to easily track FWS earnings. Please see the prepared manual timesheet packet provided for your convenience in paper format and on CD.

Timekeeper Responsibility

The timekeeper's responsibilities for the Kronos Workforce Timekeeper system are:

- Work with HR Representative(s) to provide student employee data for Kronos configuration, i.e. pay rules and pay codes. Pay rules define how time and attendance information processes for each employee. A complete pay rule controls such items as the pay period length, rounding rules, overtime rules and meal deductions. The Kronos Workforce Timekeeper system uses pay rules to calculate employee hours and assign them to the appropriate pay codes(s). Pay codes hold the hours accumulated by employee throughout the pay period.
- Work with HR Representative(s), supervisors, and the Payroll Office to resolve disputes concerning student employees.
- Monitor hourly timecards. The hourly timecard is one of the most widely used areas within the Kronos Workforce Timekeeper system. Timekeepers can view employee punches (actual time reported), hour totals, and exceptions to the schedule.
- Edit punches in the timecard window and obtains required FWS student employee and/or supervisor signatures authorizing changes. Add a missed punch; delete a punch; and/or add comments regarding edited punches.
- Communicate with supervisors regarding punch edits.

- Cancel an automatic meal deduction
- Transfer hours to a different labor account.
- Edit pay codes. Pay codes hold hours or money accumulated by the employee throughout the pay period. Pay code edits are performed to add or subtract hours from a specific pay code.
- Approve timecards. The approval process is used to approve data within an employee timecard. Timekeepers are responsible for approving the previous pay period timecards at the beginning of the new pay period.
- Run reports. Reports extract time and attendance information from the database. The data is placed in an easy-to-read format. Reports can be printed, viewed on the screen, or emailed.
- Provide training for new student employees.
- Ensure compliance with federal regulations regarding the federal work-study program.

On a daily basis:

- Edit punches in the timecard window and note errors.
- Add a missed punch; delete a punch; and/or add comments regarding edited punches and obtain required FWS student employee and/or supervisor signatures authorizing changes.

On Friday of first week in pay period:

- If needed run pay report and review.

On Friday of second week in pay period:

- Access timecard(s) for a single or multiple employees and resolve any errors.

On PAYROLL Monday

- Conduct final review and make final edits.
- Approve timecards.
- Run, print, and file a copy of the final pay report

For a calendar of dates, please refer to the Payroll Schedule available on the accompanying CD.

Important Note:

Departmental time must be APPROVED and all errors resolved before 12:00 noon on PAYROLL MONDAY.

Payroll cannot run until all departments are approved.

In addition, the Payroll Office cannot issue on-demand checks to correct errors that were present in the system at the time payroll was run.

For further information regarding the Kronos Workforce Timekeeper System, refer to the Kronos Workforce Timekeeper System Manual provided by the Human Resources Department.

HOURLY WAGE

A student's hourly wage is determined departmentally by pay levels. The pay scale standardization model is designed with eight pay levels (levels 1-4 for undergraduate level FWS recipients, levels 5-8 for graduate level FWS recipients). Every FWS position falls into a particular pay level depending upon skills and required experience, required supervision, supervisory responsibilities, and tenure in position.

The Student Employment Office reviews the established hourly wage prior to approving the MonsterTrak job listing. Further, for auditing compliance measures, the hiring manager should directly correlate the pay rate of the job listing on MonsterTrak to the actual pay rate the student will be paid in OPUS. For example, if a hiring manager places a job listing in MonsterTrak for \$8.00 per hour then hires the student at a pay rate of \$9.00 per hour in OPUS, the student's OPUS record would not match the MonsterTrak listing and this could be a serious auditing issue. Departments are strongly encouraged to consult and follow the standardized pay scale in order to ensure that students are paid equitably and that departments have equal recruitment advantages. Questions regarding hourly wages should be directed to the Student Employment Office (404-727-6039).

Supervisors, please use the following pay scale chart when determining fair and equitable hourly wages and subsequent yearly pay increases.

2007-08 FEDERAL WORK-STUDY PAY SCALE CHART UNDERGRADUATE

PAY LEVEL	1	2	3	4
Wage	\$7.50	\$8.00	\$8.50	\$9.00

The 2007-08 Federal Work-Study Pay Scale Chart for Undergraduates should be utilized as a **guideline** for establishing pay rates. Returning students should have increased responsibility and pay. Please provide a career ladder within student jobs. **For example:** Please consider 4th year undergraduates only for pay level 4 @ \$9.00 per hour. Envision this as a means to provide professional development for the student. If you consider starting a freshman, sophomore or junior @ \$9.00 per hour, the student does not have leverage for professional development and a career ladder will not have been established because the student cannot advance beyond this point as an undergraduate.

PAY LEVEL 1:

- Job requires little or no prior work experience.
- Student performs simple, repetitive duties.
- Student works under direct supervision and instruction.
- Does not entail supervision of others.
- Student works during normal business hours.

Examples: clerical, lab dishwasher, library shelver, mail clerk, game room attendant

PAY LEVEL 2:

- Student with some prior work experience or demonstrated skill preferred but not required.
- Student performs mostly routine duties from detailed instruction.
- Has some contact with the public; required to provide correct information.
- Student is required to work independently when necessary.
- Student works during normal business hours.
- Does not entail supervision of others.

Examples: desk worker, food services attendant, clerk, customer assistant

PAY LEVEL 3:

- Prior work experience or demonstrated skill required.
- Specific major is required to understand job and perform required duties.
- Student performs non-routine job duties; duties maybe technical in nature.
- Must demonstrate good judgment and independent decision making.
- Student required to work in stressful area, entails a lot of public contact.
- May require supervisory training (directing other students).
- Job duties may be during non-traditional business hours.

Examples: area supervisor, research assistant, technical assistant

PAY LEVEL 4:

- Extensive skills or specific major required. Technical skills required.
- May deal with confidential material.
- The consequences of errors are great and could be detrimental to project, program or department.
- Students work non-traditional hours and/or maybe "on-call."
- Supervision and training of other student employees required.

Examples: security patrol, building supervisor, events coordinator, programmer, editor

IMPORTANT NOTE: When establishing the pay rate for a specific student, please do not merely evaluate the student's duties but also note the student's classification (i.e. freshman, sophomore, junior, senior, graduate 5, or graduate 6).

2007-08 FEDERAL WORK-STUDY PAY SCALE CHART
GRADUATE

PAY LEVEL	5	6	7	8
Wage	\$11.00	\$11.50	\$12.00	\$12.50

The 2007-08 Federal Work-Study Pay Scale Chart for Graduates should be utilized as a **guideline** for establishing pay rates. Returning students should have increased responsibility and pay. Please provide a career ladder within student jobs. Envision this as a means to provide professional development for the student.

PAY LEVEL 5:

Undergraduate level degree has been attained by student.
Student with some prior work experience or demonstrated skill preferred but not required.
Student performs mostly routine duties from detailed instruction.
Has some contact with the public; required to provide correct information.
Student is required to work independently when necessary.
Student works during normal business hours.
Does not entail supervision of others.

PAY LEVEL 6:

Undergraduate level degree has been attained by student.
Prior work experience or demonstrated skill required.
Student performs non-routine job duties; duties maybe technical in nature.
Must demonstrate good judgment and independent decision making.
Student required to work in stressful area, entails a lot of public contact.
May require supervisory training (directing other students).
Job duties may be during non-traditional business hours.

PAY LEVEL 7:

Undergraduate level degree has been attained by student.
Technical skills required.
May deal with confidential material.
The consequences of errors are great and could be detrimental to project, program or department.
Students work non-traditional hours and/or maybe "on-call."
Supervision and training of other student employees required.

PAY LEVEL 8:

Student has proven him/her self in the discipline in which he/she is working.
Student has proven to be reliable and dependable.
Student is an exemplary student worker.
Student has performed documented tasks that go above and beyond the call of duty.
Supervision and training of other student employees required.

IMPORTANT NOTE

When establishing the pay rate for a specific student please do not merely evaluate the students duties but also note the students classification (i.e. Graduate 5 or Graduate 6).

MAINTAINING FWS STUDENT WORKER FILES

Creating a file folder for each Federal Work-Study student hired within your department is required for the 2007-08 academic year.

The file folder requirements for each student worker include but are not limited to:

Labels

The file label should include but is not limited to: Student's Last Name, First Name, Employee Identification Number, Social Security Number, Award Year and Program.

HR-Data Services information to be included in file

OPUS Address Information Page
OPUS Hire Entry Summary Page
Data Service Approval Sheet

Student Employment Office Information to be included in file

Current MonsterTrak Job Listing
Evaluation Forms

Kronos Pay Reports/Manual Timesheets

Miscellaneous information to be included in file

Copies, Changes, Emails and Miscellaneous - Please keep copies of any other subsequent changes made to the employee record and submitted to HR Data Services. Additionally, keep all relevant miscellaneous information including emails sent to the student or received from the student. These pieces of information prove to be invaluable when complaints, errors or misinformation surfaces.

Of course, you can add other information as your office/department deems necessary or as required by your individual office/department. The items listed above are necessary to ensure that procedures are being followed within your office according to federal guidelines

If you have any questions regarding 2007-2008 file folder requirements for Federal Work-Study students hired within your department, please feel free to give us a call at (404) 727-6039.

IMPORTANT NOTE:

Your department is required to store Federal Work-Study student employee records for three (3) years.

MONITORING EARNINGS TO PREVENT OVER EARNINGS

Students should not be allowed to earn more than the amount of their FWS award. Employers will be charged 100% of all earnings above and beyond the student's award maximum. **It is the supervisor's responsibility to monitor the student's bi-weekly earnings to ensure that he/she does not earn more than the FWS eligibility shown. We suggest you use the provided spreadsheet (please see CD/website) to automatically track each student's earnings per semester. We also suggest having students track their own hours/earnings using the enclosed manual timesheets as one of their official job duties.** The supervisor must also monitor the number of hours worked to ensure that the student does not exceed the permissible twenty hours per week.

Student Employment will send out letters notifying supervisors when the student is within \$400 of his/her earnings maximum. At this point, it is the supervisor's responsibility to carefully monitor earnings and to ensure that the student does not exceed his/her earnings maximum. Once the student has reached the earnings maximum, the department must terminate the student's work-study assignment. If the department does not immediately terminate the work-study assignment, the Student Employment Office will automatically terminate the work-study assignment and notify the department via email. Departments desiring students to continue working must hire the student at 100% (departmental funding) via Opus. Careful monitoring can prevent problems from occurring such as retroactive salary transfers (RSTs).

INCREASED AWARD

In some instances, once the student has earned his/her earnings maximum, he/she may be eligible for an increased federal work-study award. If the Student Employment Office deems a student who has exhausted his/her earnings maximum eligible for an increased award, we will increase his/her award and notify the department of the increased award.

If you would like to find out if your student worker who has reached his/her earnings maximum is eligible for an increased award, you may contact the Student Employment Office at (404) 727-6039.

DECREASED AWARD

Please note that students' work-study awards are subject to change, and in some instances are decreased or canceled mid-year. The decision to award work-study funding to a student always rests solely with the Office of Financial Aid. In the event that a student's award is decreased or canceled, the department will be responsible for 100% of earnings outside the modified award.

EMPLOYMENT EVALUATIONS

The work experience a student gains through part-time employment is a valuable asset in skill development and career/life planning. It is important for each department to maintain a record of those experiences for reference purposes. Performance evaluations are beneficial to you, to students, and to post-graduation employers. Supervisors are required to complete a Student Employment Evaluation Form (please see form provided on CD/website) at the end of each academic year. Also, an evaluation is required at the time employment terminates. The employer will share the evaluation with the student employee and both should sign the evaluation. The joint signature is a method of notifying the Student Employment Office that the student has reviewed the supervisor's comments. The employment evaluation form is available on the Student Employment Office website. The employment evaluation should be housed in the student's Federal Work-Study file folder departmentally (do not forward to Student Employment).

CHANGING FEDERAL WORK-STUDY ASSIGNMENTS

In some instances, students may desire to change FWS assignments. A student is permitted to change FWS assignments but there is a specific procedure that must be followed. As a general rule of thumb, students should give his/her current employer at least 2 weeks notice before actually leaving his/her current assignment.

1. You must require the student to place his/her desire to change FWS assignments in writing via email and cc the Student Employment Office.
2. At this point, you should begin the termination process and advise the student that the termination process has been initiated but that the student should allow approximately 2 weeks before seeking other employment options.
3. After you have successfully terminated the student, notify the student and cc the Student Employment Office that the termination has been completed. Consequently, advise the student that he/she is permitted to be hired by another department.

TERMINATION

The Student Employment Office must be notified whenever a student terminates his/her employment with a department. Students terminating from one department and going to another department must show a termination in Human Resources Data Services before they can be hired in another department.

A student employee who resigns or is terminated will receive any unpaid wages that are due. When a student employee finds it necessary to resign or leave a job, he/she should give the employer two weeks notice. In the case of involuntary termination, two weeks notice should be given to the student by the supervisor or department head. A student employee who has been found in extreme violation of University policies may be terminated without advance notice. In involuntary termination, the circumstances of that termination should be reported to the Student Employment Office by completing the Student Employment Evaluation Form. Appeals of involuntary termination should follow the procedure discussed in grievance procedure section.

GRIEVANCE PROCEDURE

The following steps should be taken in any case of misunderstanding or misinterpretation of student employment policies, procedures, or work practices:

- The aggrieved student employee shall make every effort to informally resolve the problem with the immediate supervisor.
- If the aggrieved student employee is dissatisfied with the action taken by the supervisor, or if the supervisor fails to take action, then the student shall contact the department supervisor at the next management level to request further action.
- Should the grievance remain unresolved, the student employee shall meet with a staff member of the Student Employment Office. During this meeting the nature of the grievance and past proceedings will be reviewed.
- The Student Employment staff member will meet with the student employee and the department supervisor of the second management level to mediate the grievance. A written record will be made of the proceedings and copies of the record will be sent to the student employee and the department supervisor.

COMMITMENT TO EQUAL OPPORTUNITY

Emory University does not discriminate in admissions, education programs, or employment on the basis of race, color, religion, sex, sexual orientation, national origin, age disability, or veteran's status and prohibits such discrimination by its students, faculty, and staff. Students, faculty, and staff are assured of participation in university programs and in use of facilities without such discrimination. The University also complies with all applicable federal and Georgia statutes and regulations prohibiting unlawful discrimination. All members of the student body, staff, and faculty are expected to assist in making this policy valid in fact. Inquires and complaints should be directed to the Equal Opportunity Programs Office.

Chapter 4

RIGHTS AND RESPONSIBILITIES

STUDENT EMPLOYEE

Each student employee has the right to:

- Information regarding the award amount, rate of pay, and the average number of hours to be worked per week.
- A specific job description, as well as the supervisor's expectations and standards.
- A clearly defined work schedule.
- Adequate training to perform assigned tasks.
- A safe and sanitary working environment.
- Regular supervision and review of work performed.
- Clear explanation of the procedures for submitting completed time worked and for receiving paychecks.
- Instructions by supervisors regarding procedures to be followed if the student cannot report for a scheduled work period.
- A procedure for stating concerns related to the job or the supervisor.

Each student employee has the responsibility to:

- Become familiar with information provided regarding the terms of the award and with general student employee policies.
- Understand the specific job responsibilities, as well as the supervisor's expectations and standards.
- 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.
- Perform assigned tasks in an efficient and timely manner.
- Inform the Office of Financial Aid immediately of any change in financial situation, of a second job, or of any suspected irregularity in the work-study award or earnings.

EMPLOYER

Remember that as an employer, you are also a teacher. You train, motivate, communicate, guide, and evaluate. It is important that you provide adequate orientation and on-the-job training. Be sure your student employee knows:

- The required hours of work.
- The expectations as to quality and quantity of work.
- The operational procedures and policies of work.
- The expected duration of employment.
- The beginning rate of pay and future increases.
- All other departmental and student employment policies and personnel procedures.

The supervisor has the responsibility to:

- Complete the human resources hiring and termination processes and any other related documents accurately, completely, and timely.
- Not allow any student to work prior to completing Human Resource and payroll documents and/or receiving authorization from the Student Employment Office.
- Discuss any problems with the student employee if the student employee is not performing in a satisfactory manner.
- Utilize the appropriate payroll process to ensure correct timekeeping and pay on each student employee.
- Complete student evaluations at least once an academic year.
- Monitor the work hours of student employees and make certain that maximum earnings are not exceeded.
- Terminate the student employee once earnings maximum is reached.

DISPLACEMENT OF REGULAR WORKERS

Federal Work-Study employment may 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 outside the institution. Replacement is interpreted as displacement. The program's intent is to create new job opportunities.

RELIGIOUS INVOLVEMENT

Federal work-study positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. In determining whether any FWS employment will violate this restriction, you must consider the purpose of the work rather than the nature of the employing organization.

POLITICAL INVOLVEMENT

Federal work-study jobs may not involve any political activity, which means a student cannot work for a member of congress, a member of a State legislature, or any of the various congressional committees. However, a student could be assigned to the staff of a standing committee of a legislative body, as long as he/she would be selected on a non-partisan basis and the work performed would be non-partisan. Positions that involve lobbying at the Federal level or working for the U.S. Department of Education are prohibited.

CHANGING PERSONNEL

Emory University is constantly evolving. If any personnel associated with the student hiring process (i.e. Kronos timekeeper, supervisor, hiring manager, HR personnel) discontinues working and/or is replaced, it is the department's responsibility to notify the Student Employment Office of this change immediately.

RETROACTIVE SALARY TRANSFERS (RST)

Individual departments cannot perform Retroactive Salary Transfers. Please contact Karen Bailey and the Student Employment Office for more information.

WORK-STUDY EMPLOYEE BENEFITS

Students employed under the Federal Work-Study program:

- Do not accrue sick leave or vacation time.
- Do not receive pay for holidays.
- 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.
- Should work only during normal working hours.

HOLIDAY'S AND PREMIUM HOLIDAY PAY

Federal Work-Study student workers are NOT permitted to work on holidays. If you allow a student to work on an Emory University designated holiday, the Student Employment Office will charge your department.

INSURANCE COVERAGE

Federal work-study students 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 van will be charged to the department.
- To be insured while operating a University vehicle, the student must have permission of the immediate supervisor to operate the vehicle.

IMPORTANT POINTS TO REMEMBER!

- Individual departments cannot perform Retroactive Salary Transfers (RSTs). Please contact Karen Bailey and the Office of Student Employment.
- All FWS students must be cleared through the Student Employment Office prior to the first day of work.
- All FWS positions must be established on MonsterTrak prior to hiring any students.
- All FWS students must be hired via Opus.
- To gain Opus New Hire Security Access. Access the Office of the Registrar's home page <http://www.registrar.emory.edu/> then look under "Faculty & Staff." Select "Request for Data Access Form" > "Request for Data Access Form" (pdf format). Print and follow instructions on form. **Note:** Make sure you check the "OPUS STUDENT NEW HIRE" box. This box is located in the center of the form under "Other Access."
- To access the forms necessary to hire FWS students, access the Data Services home page <http://emory.hr.emory.edu/datasvcs.nsf> then click on "Employing Students" > "Rehiring a former student employee" or "Required paperwork for employing new students."
- A student cannot be processed for payroll until the necessary HR forms and processes have been completed.
- Supervisors are required to monitor student earnings to ensure that students do not exceed their FWS eligibility. **Please use the Excel spreadsheet available on the Student Employment website and CD to track student earnings.**
- Supervisors must also monitor the number of hours to ensure that the student does not exceed the permissible twenty (20) hours per week during periods of enrollment. During periods of non-enrollment, supervisors must monitor the number of hours to ensure that the student does not exceed the permissible forty (40) hours per week. (Contact the Student Employment Office for the definition of periods of non-enrollment).
- If the student utilizes the Kronos system, supervisors should have students keep an informal **manual timesheet** in the office in order to have an accurate record of clocking times when a student inadvertently forgets to clock in/out. Please see the prepared forms available on the Student Employment website and CD.
- FWS students can only work one concurrent FWS job with the exception of the Emory Reads Program. FWS students are allowed to work on the Emory Reads program in conjunction with another FWS job.
- Returning FWS students are not required to resubmit an I-9 form to the department. The student must have worked for the department during the summer or previous academic year.
- **2007-08 Hourly Wage Split: Federal Share = 70%, Departmental Share = 30%**
- **2007-08 FWS Program Start:** The first day of class for the specified student is also the first day the specified student can work on the FWS program. **FWS students cannot start prior to the first day of class.**
- **2007-08 FWS Program End:** The last day of finals for the specified student is also the last day the specified student can work on the FWS program. **(Actual end date depends on student's award amount and academic end date for the student's school of enrollment.)**
- Payroll Direct Deposit is required for all FWS students.
- Feel free to browse our website: www.emory.edu/FINANCIAL_AID/student_employment

DO NOT ASSUME ANYTHING! FWS IS A FEDERALLY MANDATED PROGRAM. IF YOU DO NOT KNOW THE RULES AND REGULATIONS AND/OR POLICIES AND PROCEDURES RELATED TO AN ACTIVITY, PLEASE CONTACT OUR OFFICE IMMEDIATELY AT (404) 727-6039. WE ARE HERE TO BE A RESOURCE FOR YOU.

SPECIAL NOTE:

Student employees are considered employees of the University. Therefore, they are subject to University personnel procedures. Refer to the University's Personnel Procedures Manual for any matter not covered in the Student Employment Manual.