

## 2007-2008 FEDERAL WORK-STUDY PROGRAM

Welcome! Thanks for attending today's workshop. Hopefully you will find the material helpful. We look forward to working with you this coming academic year. If we can be of assistance, please feel free to contact our office: (404) 727-6039.

### Listed below are some key dates and program highlights for the coming 2007-08 academic year:

- **1890** sub account should **only** be used with federal work-study student employees.
- **2007-08 Hourly Wage Split:** Federal share = **70%** Department share = **30%**  
(A student earns his/her FWS award @ 100%. Thus, when determining the remaining balance a student has to work at a given point, please use the 100% amount. The 70/30 split is used for accounting purposes only).
- **2007-08 FWS General Award:**
  - ⇒ \$2,000-UGRAD (i.e. UBUS, UCOL, OXF) (\$1,000 Fall/ \$1,000 Spring)
  - ⇒ \$4,000-UGRAD (i.e. UNUR) (\$2,000 Fall/\$2,000 Spring)
  - ⇒ \$3,000-GRAD (THEOLOGY) (\$1,500 Fall/\$1,500 Spring)
  - ⇒ \$5,000-GRAD (PUBH) (\$2,500 Fall/\$2,500 Spring)
- **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. See back for specific “CLASSES BEGIN” date for each program.**)
- **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 date depends on student's award amount and semester end date for student's program. See back for specific “END OF TERM” date.**)
- **FWS students are limited to 20 hours per week during periods of enrollment** and 40 hours per week during periods of non-enrollment. The formula for determining the maximum number of hours a student can work per week can be found in the Federal Work Study handbook. (Contact our office for questions regarding periods of non-enrollment).
- **FWS students can only work one concurrent FWS job with the exception of Emory READS.** FWS students are allowed to work on the Emory READS program in conjunction with another FWS job.
- **All HR paperwork should be forwarded directly to HR Data Services.** These include I-9, W-4, G-4, Direct Deposit Form, and OPUS Coversheet documents. For returning FWS students, departments are not required to resubmit an I-9 form unless the student has not been employed in your department within the last 120 days, at which point you must complete new hire paperwork. For more information on hiring or rehiring a student go to the HR homepage: <http://emory.hr.emory.edu/hrhome.nsf/Home?OpenForm> > point to Data Services > point to Employing Students > click on Rehiring a former student employee or Required paperwork for employing new students.
- Feel free to browse our web site: [http://www.emory.edu/FINANCIAL\\_AID/student\\_employment/index.php](http://www.emory.edu/FINANCIAL_AID/student_employment/index.php)
- **The FWS handbook will now be available electronically.** Go to the website above (click on Employer Page, then click on Federal Work Study Supervisor's Handbook) or see the accompanying CD.
- **Payroll Direct Deposit or Cash Pay is required for all FWS students.** Direct Deposit: Checking or savings account can be with any banking institution. Cash Pay: Contact Payroll for more information.

## 2007 FEDERAL WORK STUDY JOB FAIR

**Tuesday, August 28, 2007 – Winship Ballroom (By Invitation Only!)**

It will be held from **9:00am - 4:00pm**. We will have an **employer meeting at 8:30am** to review the Job Fair process. Contact Jennifer Ward at (404) 727-6039 or [jward2@emory.edu](mailto:jward2@emory.edu) if you have questions regarding the Job Fair. Departments are limited to 2 recruiters.

**FWS jobs must be approved by Student Employment on MonsterTrak prior to the Job Fair. Please call Student Employment if you have any additional questions.**

Approved as of April 17, 2006

**EMORY UNIVERSITY 2007-2008 ACADEMIC CALENDAR**

<b>FALL TERM 2007</b>	<b>BUSINESS SCHOOL {4}</b>	<b>EMORY COLLEGE</b>	<b>GRADUATE A &amp; S</b>	<b>NURSING SCHOOL</b>	<b>THEOLOGY SCHOOL</b>	<b>ALLIED HEALTH</b>	<b>PUBLIC HEALTH</b>	<b>MEDICAL SCHOOL</b>	<b>LAW SCHOOL</b>	<b>OXFORD COLLEGE {1}</b>
<b>Date of Record: September 19 (W)</b>										
Orientation	08/26-28	08/25 (Sa)	08/28 (Tu)	08/27-29	08/28-31	08/30 (Th)	08/27-29	{2}	08/23-24	08/23-28
Freshman Convocation	N/A	08/28 (Tu)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	08/29 (W)
Registration	08/29 (W)	08/29 (W)	08/30 (Th)	08/30 (Th)	08/30 (Th)	08/30 (Th)	08/30 (Th)	{2}	08/27 (M)	08/28 (Tu)
Classes Begin	08/30 (Th)	08/30 (Th)	08/31 (F)	08/31 (F)	09/04 (Tu)	08/31 (F)	08/31 (F)	{2}	08/27 (M)	08/29 (W)
Schedule Change Ends	09/07 (F)	09/07 (F)	09/07 (F)	09/07 (F)	09/07 (F)	09/07 (F)	09/07 (F)	{2}	09/04 (Tu)	09/05 (W)
Labor Day (no classes)	09/03 (M)	09/03 (M)	09/03 (M)	09/03 (M)	09/03 (M)	09/03 (M)	09/03 (M)	09/03 (M)	09/03 (M)	09/03 (M)
Degree Application Deadline	09/14 (F)	09/14 (F)	09/14 (F)	09/14 (F)	09/14 (F)	09/14 (F)	09/14 (F)	09/14 (F)	09/14 (F)	N/A
Fall Break	10/08-09	10/08-09	10/08-09	10/08-09	N/A	N/A	10/08-09	{2}	N/A	10/08-09
Spring Pre-Registration Begins	10/29 (M)	11/02 (F)	11/02 (F)	11/05 (M)	11/06 (Tu)	11/02 (F)	11/02 (F)	{2}	11/05 (M)	11/06 (Tu)
Thanksgiving Recess	11/22-25	11/22-25	11/22-25	11/22-25	11/22-25	11/22-25	11/22-25	{2}	11/22-25	11/21-25
Classes End	12/11 (Tu)	12/11 (Tu)	12/11 (Tu)	12/11 (Tu)	12/07 (F)	12/10 (M)	12/11 (Tu)	{2}	12/05 (W)	12/11 (Tu)
Exam Period	12/13-19	12/13-19	12/12-19	12/12-18	12/14-19	12/11-17	12/12-19	{2}	12/10-22	12/13-19
End of Term	12/19 (W)	12/19 (W)	12/19 (W)	12/19 (W)	12/19 (W)	12/19 (W)	12/19 (W)	{2}	12/22 (Sa)	12/19 (W)

<b>SPRING TERM 2008</b>	<b>BUSINESS SCHOOL {4}</b>	<b>EMORY COLLEGE</b>	<b>GRADUATE A &amp; S</b>	<b>NURSING SCHOOL</b>	<b>THEOLOGY SCHOOL</b>	<b>ALLIED HEALTH</b>	<b>PUBLIC HEALTH</b>	<b>MEDICAL SCHOOL</b>	<b>LAW SCHOOL {3}</b>	<b>OXFORD COLLEGE {1}</b>
<b>Date of Record: February 06 (W)</b>										
MLK Holiday (no classes)	01/21 (M)	01/21 (M)	01/21 (M)	01/21 (M)	01/21 (M)	01/21 (M)	01/21 (M)	01/21 (M)	01/21 (M)	01/21 (M)
Registration	01/15 (Tu)	01/15 (Tu)	01/16 (W)	01/16 (W)	01/16 (W)	01/16 (W)	01/16 (W)	{2}	01/07 (M)	01/15 (Tu)
Classes Begin	01/16 (W)	01/16 (W)	01/17 (Th)	01/17 (Th)	01/17 (Th)	01/17 (Th)	01/17 (Th)	{2}	01/07 (M)	01/16 (W)
Schedule Change Ends	01/24 (Th)	01/24 (Th)	01/24 (Th)	01/24 (Th)	01/24 (Th)	01/24 (Th)	01/24 (Th)	{2}	01/15 (Tu)	01/23 (W)
Degree Application Deadline	02/08 (F)	02/08 (F)	02/08 (F)	02/08 (F)	02/08 (F)	02/08 (F)	02/08 (F)	02/08 (F)	02/08 (F)	N/A
Spring Recess	03/10-14	03/10-14	03/10-14	03/10-14	03/10-14	03/10-14	03/10-14	{2}	03/10-14	03/10-14
Fall Pre-Registration Begins	03/24 (M)	03/28 (F)	03/28 (F)	03/31 (M)	04/01 (Tu)	03/28 (F)	03/28 (F)	{2}	04/07 (M)	03/25 (Tu)
Classes End	04/28 (M)	04/28 (M)	04/28 (M)	05/02 (F)	04/28 (M)	05/02 (F)	04/28 (M)	{2}	04/21 (M)	04/29 (Tu)
Exam Period	05/01-07	05/01-07	05/01-09	05/05-09	05/02-07	05/05-09	04/29-05/07	{2}	04/23-05/02	05/01-07
End of Term	05/12 (M)	05/12 (M)	05/12 (M)	05/12 (M)	05/12 (M)	05/12 (M)	05/12 (M)	{2}	05/12 (M)	05/07 (W)
Commencement	05/12 (M)	05/12 (M)	05/12 (M)	05/12 (M)	05/12 (M)	05/12 (M)	05/12 (M)	05/12 (M)	05/12 (M)	05/10 (Sa)

{1} Oxford Interim Term 12/20/2007-01/13/2008

{2} 2007-2008 term dates to be announced. Contact the Office of Medical Education and Student Affairs at 727-5655 for details of Medical School calendar.

{3} Contact the Law School for Trial Techniques Program dates (second-year students only)

{4} For MBA calendars, contact the Business School (727-3431)