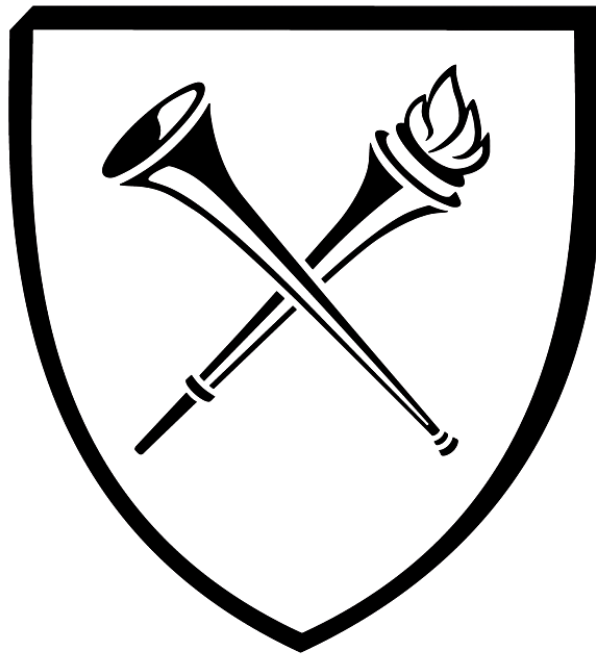


EMORY



2011 – 2012

Federal Work-Study Program Supervisor Handbook
OUCP Off-Campus Affiliate Employers

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NOTES

Chapter 1: The Federal Work-Study Program

What is the Federal Work-Study Program?

The Federal Work-Study (FWS) program provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education and encourages students receiving FWS assistance to participate in community service activities. 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.

Qualifications for Federal Work-Study

- Must have financial need as determined by the Free Application for Federal Student Aid (FAFSA).
- Must be enrolled at least six 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.

Office of Financial Aid

The Emory University Office of Financial Aid (OFA) administers the FWS program and is housed in Suite 300 of the Boisfeuillet Jones Building. Please direct all student employment questions to:

Mary Hicks

Sr. Financial Aid Assistant
mbhicks@emory.edu

Phone: (404) 727-6039

Fax: (404) 727-6709

[http://www.emory.edu/FINANCIAL_AID/student_employment/Emory University](http://www.emory.edu/FINANCIAL_AID/student_employment/Emory_University)
200 Dowman Drive, Suite 300
Atlanta, GA 30322

Federal Work-Study Student Employment

- **On-Campus FWS Student Employment (70% Federal Funding/30% Departmental Funding)**
Emory FWS employment is partially funded by the federal government and is administered by the OFA. For the 2011-12 academic year, 70% of an eligible student's wages (up to the student's award maximum) will be paid from federal funds, while the remaining 30% of wages (up to the award maximum) will be paid by the Emory department employing the student. To be eligible for FWS, the student must apply for financial aid for that academic year. While certain jobs are designated as FWS positions, students are not guaranteed a job.

- **Off-Campus Affiliate FWS Student Employment (70% Federal Funding/30% Affiliate Funding)**
 Each year, Emory contracts with select non-profit and government organizations to offer FWS employment at off-campus locations. These affiliates may post and recruit FWS students in the same manner as Emory departments. The OFA hires these students as Emory employees for the affiliated organizations, provides Emory HR representations for the students, and timekeeps and approves payroll for the students. The affiliated organizations serve as the on-the-job supervisors for the students. Emory pays all student wages from an Emory smartkey, then in turn invoices each organization for the 30% share (plus any overages) at the end of each semester. The OFA and the affiliates work in coordination to ensure the success of the off-campus FWS employment program.

- **Multiple FWS Employment**
 Students are allowed employment in only one FWS job at a given time. However, a student employee may hold a FWS and a non-FWS (regular student employment, paid 100% by an Emory department) job simultaneously, or multiple non-FWS jobs simultaneously. There is one exception under which a student may hold two FWS jobs simultaneously – in the instance that one of the jobs is an Emory Reads tutor.

- **Emory Reads FWS Tutors (100% Federal Funding)**
 The Emory Reads tutoring program was created under the Department of Education's America Reads Challenge, whose goal is to help ensure that every American child can read well and independently by the end of the 3rd grade. The program is facilitated by Emory students each year with the cooperation of the OFA to ensure the program is in compliance with federal regulations. Through our partner organization, Hands On Atlanta, local elementary schools are identified to host Emory student tutors. Emory Reads tutors carpool to local elementary schools, where under the guidance of a Hands On Atlanta AmeriCorps team leader, they provide one-on-one literacy and math tutoring to children. Tutors are asked to commit to the program for at least one semester, as carpools return to the same school at the same time each week, establishing an ongoing bond between the tutor and child.

Emory Reads tutors have two participation options - to participate as a paid Federal Work-Study employee or as a volunteer. Because of the limited availability of work hours and because the program is entirely funded through a federal allocation, Emory Reads paid employees are given the unique opportunity to participate in two Federal Work-Study jobs simultaneously. For more information about the Emory Reads tutoring program, please contact the OFA.

- **OUCP FWS Employment**
 Students are hired through the Office of University-Community Partnerships to work various Off-campus positions. The office of the OUCP will recruit and interview the FWS students. The OFA hires these students as Emory employees for the affiliated organizations, provides Emory HR representation for the students, timekeeps and approves payroll for the students. OUCP is responsible for the students 30% share. The affiliate organization is responsible for all overages.

Chapter 2: Awards, Wages, and Hours

Federal Work-Study Awards

The amount of a student's FWS award can be affected by a number of factors, including the student's determined amount of financial need. The typical award for all eligible students is \$2500 per year, or \$1250 per semester.

The hiring organization will be notified of each student's precise award amount in the official approval email from the OFA. FWS awards may change mid-year. It is the responsibility of the student to inform the supervisor any time changes are made to the financial aid package. The student can also provide you the most current amount of his or her FWS award, which they are able to view in OPUS.

Please note that a student may earn 100% of his or her award. If a student has been awarded \$2500 for the year, the student may earn \$2500 total.

FWS Student Employee Wages

The following pay scale charts are provided as a courtesy. **The OFA does mandate that all off-campus undergraduate FWS students be paid an hourly wage between \$8.00 and \$9.00 per hour, and that all off-campus graduate FWS students be paid an hourly wage between \$11.50 and \$12.50 per hour.** The OFA determines the rate of pay for off-campus students based on the year of enrollment.

If an organization wishes to pay a student employee a wage outside of the acceptable FWS scale, the student must be hired by the organization as a regular employee without exception.

2011-12 OFF-CAMPUS UNDERGRADUATE FWS PAY SCALE		
Pay Level	Freshman/Sophomore	Junior/Senior +
Wage/Hour	\$8.00	\$9.00

2011-12 OFF-CAMPUS GRADUATE FWS PAY SCALE		
Pay Level	Grad First Year	Grad Second Year +
Wage/Hour	n/a	\$12.50

Days and Hours FWS Students May Work

FWS students **may begin working as early as the first day of class for their school.** Please refer to the *Classes Begin* dates on the Emory Registrar's academic calendar (*diag. 9*). If a student has been awarded FWS for the spring only, the student may begin working on the first day of class for the spring semester.

NOTE: Although students may begin working as early as the first day of class, students may not begin working under any circumstance until the student has attended a group hiring session at the Office of Financial Aid **AND** the organization has received a hiring approval email from the OFA (see Chapter 4 for more information).

FWS students, assuming they have award money remaining, **may work until the last day of classes for their school.** Please refer to the *Classes End* date on the Emory Registrar's academic calendar (*diag. 9*). If a student has been awarded FWS for the fall semester only, the student may work until the last day of class of the fall semester.

The OFA 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, organization liaisons will be notified as soon as possible.

FWS students who have an award for both the fall and spring may work between the fall and spring semesters (during winter break) if they have the available funding. Any time worked between semesters is considered fall semester earnings. The spring semester officially begins during the January 8 – 21 pay period.

During periods of enrollment, FWS students are permitted to work a maximum of 20 hours per week among all Emory jobs. Periods of enrollment encompass all times when classes are in session. **During periods of non-enrollment (winter and spring break), students may work a maximum of 40 hours per week among all Emory jobs.** Under no circumstances may a student work more than 40 hours per week.

NOTE: The 20 and 40 hour maximums include all jobs. Please ask your students with multiple Emory jobs to monitor their hours worked so as not to exceed these amounts.

Although they may work during break periods, **FWS students may NEVER work on a University holiday,** and thus never earn holiday premium pay.

The University holidays for the 2011-12 academic year are:

- Monday, September 5, 2011 (Labor Day)
- Thursday, November 24, 2011 and Friday November 25, 2011 (Thanksgiving)
- Friday, December 23, 2011 and Monday, December 26, 2011 (Christmas)
- Friday, December 30, 2011 and Monday, January 2, 2012 (New Year)
- Monday, January 16, 2012 (Martin Luther King Day)

Emory University 2011-2012 Academic Calendar

Revised May 5, 2011

Allied Health, Business School, Emory College, Graduate School, Nursing School, Oxford College, School of Public Health, Theology School and Medical School ¹	Law School	
FALL TERM 2011 ²		
Optional pre-term coursework	August 08-19	
Classes Begin ⁶	August 24 (W)	August 22 (M)
Schedule Change Ends	August 31 (W)	August 30 (Tu)
Labor Day (no classes)	September 05 (M)	September 05 (M)
Degree Application Deadline	September 09 (F)	September 09 (F)
Date of Record	September 14 (W)	September 14 (W)
Fall Break	October 10-11	None
Spring Pre-Registration Begins	October 24 (M)	October 31 (M)
Thanksgiving Recess ³ (Ox 23-25)	November 24-25	November 24-25
Classes End	December 06 (Tu)	November 30 (W)
Exam Period ³	December 7-17	December 05-16
End of Term/Conferral of Degrees	December 17 (Sa)	December 17 (Sa)
SPRING TERM 2012 ²		
Optional pre-term coursework	January 03-13	
MLK Holiday (no classes)	January 16 (M)	January 16 (M)
Classes Begin	January 18 (W)	January 09 (M)
Schedule Change Ends	January 25 (W)	January 17 (Tu)
Date of Record	February 8 (W)	February 8 (W)
Degree Application Deadline	February 10 (F)	February 10 (F)
Spring Break	March 12-16	March 12-16
Fall Pre-Registration Begins	March 26 (M)	April 2 (M)
Classes End	May 01 (Tu)	April 23 (M)
Exam Period ³	May 02-11	April 25-May 04
End of Term	May 14 (M)	May 14 (M)
Oxford Campus Commencement	May 12 (Sa)	
Atlanta Campus Commencement	May 14 (M)	May 14 (M)

¹ Contact the program office for specific calendar dates for School of Medicine, Career MPH Program, Modular MBA Program, and Executive MBA Program

² Please refer to individual school calendars for information about orientation events and activities

³ Please refer to individual school calendars for exam period schedule

⁴ Law School Trial Techniques May 05-12

⁵ Oxford - No Class November 23 - 25, 2011

⁶ Full-Time MBA first day of class August 08 (M)

Diagram 9: The Emory Registrar's calendar for the 2011-12 academic year.

Pacing FWS Student Earnings

Although students may work up to 20 hours per week during periods of enrollment and 40 hours per week during periods of non-enrollment, working the maximum hours may cause a student to exhaust the entire FWS award for the year very rapidly.

Please keep in mind that **FWS funds are awarded on a semester basis**. Although a student may be awarded \$2500 for the year, it may be divided as \$1250 per semester, or in other instances awarded for only one semester. Please do not disregard this information. If a student has been awarded \$1250 per semester (\$2500 total) and earns more than \$1250 in fall, the **student will dip into the spring award**. Likewise, if the student earns less than \$1250 in the fall, **the extra may be rolled over to spring**.

Please be aware of the following risk: If a supervisor allows a student to work to the point that he or she begins to dip into the spring portion of the award, and for some reason the student's spring award is cancelled, the organization will be held responsible for all earnings above and beyond the fall award maximum. Even if a student's spring award is not cancelled, the student will have a limited availability to work in the spring.

Conversely, if a student does not earn his or her entire award in the fall with the intention for the remainder to roll over to spring, there is no guarantee that the funds will be available the following semester. If a student's spring award is cancelled, the student has no eligibility to work that semester, even if there are funds remaining from the fall.

Once a student exhausts his or her award for the year, whether this occurs in the fall or spring, the student must be immediately terminated from the FWS program. The supervisor has the option to rehire the student as an organization employee (100% organizationally funded), or to cease employing the student all together.

To assist in the tracking of student earnings, the OFA sends out two email notices on a biweekly basis:

- 1) **Within \$400 of FWS Award Maximum Emails** - The OFA runs a report at the end of each pay period to see which students are within \$400 of reaching the maximum. The following email will be sent to the organization liaison detailing the students and earnings.

Following the instructions below will keep your organization from being charged any overages. The list below indicates any Emory FWS student worker(s) in your organization who are within \$400 of reaching the 2011-12 yearly award maximum as of the end of the previous pay period.

<u>Student ID</u>	<u>Student Name</u>	<u>Earnings</u>	<u>FWS Award</u>
0022365	Dooley, James	\$2266.00	\$2500.00

Closely monitor each student's earnings to ensure the student does not exceed the yearly FWS award maximum. If a student exceeds the FWS award maximum, your department will be charged 100% of any earnings over the maximum. At the point that a student reaches the FWS limit, the Emory Office of Student Employment will terminate the student from the FWS job.

If the student(s) has already been terminated, and s/he is no longer a FWS student, then please disregard this email. If you have questions or concerns regarding this process, please feel free to contact the Student Employment Office at 404-727-6039.

- 2) **Termination Notification Emails** - The OFA also runs a report at the end of each pay period to see which students have exceeded their award maximum. The following email is sent directly to each off-campus student, copying both the direct supervisor and the organization liaison.

Following the instructions below will keep your organization from being charged any overages. The list below indicates any Emory FWS student worker(s) in your organization who have exceeded the 2011-12 yearly award maximums at the end of the previous pay period.

<u>Student ID</u>	<u>Student Name</u>	<u>Earnings</u>	<u>FWS Award</u>
0022365	Dooley, James	\$2279.25	\$2500.00

As of today, the Emory Office of Student Employment will terminate the student on behalf of your organization, and the Emory Human Resources Office will be notified. If a student has exceeded the FWS award maximum, your department will be charged 100% of any earnings exceeding the maximum. If you wish to continue the employment of a student as a regular student worker using 100% departmental funding, you must rehire the student.

If the student(s) has already been terminated, and s/he is no longer a FWS student, then please disregard this email. If you have questions or concerns regarding this process, please feel free to contact the Student Employment Office at 404-727-6039.

The email notifications are sent as a courtesy only and should not be relied upon to track a FWS student's earnings. **It is ultimately the responsibility of both the student and the supervisor to track the FWS award.** The OFA has provided prepared Microsoft Excel spreadsheets to assist supervisors in tracking student earnings. The Award Tracking spreadsheets are available at the following website:

http://www.emory.edu/FINANCIAL_AID/student_employment/forms.php

An award tracker has also been provided for student use, which is discussed in more depth in the section on Kronos Timekeeping (please see Chapter 3). Please remind students that their FWS award is tracked based on gross earnings, before any deductions are taken from the paycheck.

Presumably, the ideal situation would be to have a student work a standard number of hours per week and be able to stretch the FWS award out to last the entire length of employment. Please see the Recommended Hours Per Week formula (*diag. 10*) for assistance in calculating and determining this number. However, **work schedules vary and must be determined between the student employee and the supervisor** within the aforementioned guidelines.

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 and intends to stretch the FWS earnings evenly throughout.

Our Example:

A student is awarded \$2500/year or \$1250/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 (will not be staying and working over Christmas Break), and earns \$8.00/hour.

	<u>Our Example</u>	<u>Your Student Worker</u>
Enter the amount of the student's FWS award remaining for the semester	\$1250 fall award	
and divide by	÷	÷
the student's pay rate per hour	\$8.00 per hour	
which equals	=	=
the total number of hours the student can work this semester.	156.25 total hours	
Take the above number and divide by	÷	÷
the number of weeks remaining in the semester	16 weeks	
which equals	=	=
the average number of hours the student should work per week	9.8 hours per week	

Therefore, the student should work an average of about 9.8 hours per week if he or she wishes to stretch the \$1250 award out for the remaining 16 weeks of fall. Of course, it rarely works out so perfectly – the student may not work as much during the week of exams, or there may be a week when the supervisor needs more hours of assistance, etc. – so please remember that this is only a guideline.

Diagram 10: The Recommended Hours Per Week formula used to plan student work schedules.

The Hiring Process

The student hiring process is a two-part process, consisting of the following:

1) The Hiring Session

Students will attend a hiring session at the OFA, bringing their Student Selected for Hire Form and their original forms of ID as listed on the SSFH form. The OFA will cover policies for students working at affiliate organizations, including how to record their time worked and be paid for this time. The OFA will also verify students' IDs and collect copies needed to complete the hiring process.

2) The Online Orientation

Emory has an online process to eliminate all paper version of the hiring paperwork. At the hiring session, students will be provided with a website they must access to complete all hiring paperwork online, including the I-9 Employment Eligibility Form, the W-4 Federal Tax Withholding form, the G-4 Georgia Tax Withholding form, and the Emory Payroll Department Direct Deposit form. Once the students have completed their portion of the online orientation, the OFA completes the employer portion, then all information is approved by Emory's Human Resources Department.

- **Work permits are required for students under 18 years old.** An email will be sent from HR Data Services with a link to DeKalb County School Board with an application for the hiring supervisor to complete. A copy of this then given to the student who then in turn must go to the county to be given a work permit. This permit must then be faxed to HR Data Services.

The Hiring Approval Email

Once the OFA receives notification from Emory HR, we will contact the supervisor, organization liaison, and student. **Under no circumstances may you allow a FWS student to begin working prior to the official start date sent in the approval email.** The text of the approval email is as follows:

Congratulations! **James Dooley** has been approved to begin Federal Work-Study on **Wednesday, August 24th**, for fall semester. The student's last day of work for the spring semester will be the end of term for his or her program, or the date the student earns the **\$2,500.00** that he or she has been awarded for the academic year (whichever comes first).

The student may begin working on the date listed above, but may not yet begin using the Kronos phone clocking system. In the meantime, the student should record hours on a manual timesheet. A second email will be sent once the student has been approved to use the Kronos system, and will include instructions on how to submit the hours that have been recorded manually. Do not attempt to use any previous Kronos ID numbers!

Please remember that it is the responsibility of the supervisor and the student to monitor the hours worked so that the student does not exceed the Federal Work-Study award amount, and to assure that the student is not working more than 20 hours per week during periods of enrollment and not working more than 40 hours per week during periods of non-enrollment. Any earnings over the award amount will be charged in their entirety to the organization.

Also please remember to deactivate your job postings on [Eagle Ops](#) once the positions have been filled. Instructions are in the [FWS Supervisor Handbook](#) (chapter 2, page 12).

Students are not permitted under any circumstance to work on the following Emory University Holidays:

September 5, 2011 (Labor Day)	December 30, 2011 and January 1, 2012 (New Year)
November 24-25, 2011 (Thanksgiving)	January 16, 2011 (Martin Luther King Day)
December 23 and 26, 2010 (Christmas)	

If you have further questions or concerns, please contact our office.

Chapter 3: Kronos Timekeeping



The Kronos Timekeeping System

Kronos Workforce Central v. 5.2 is the current timekeeping system used by Emory University. It is a web-based application. The Kronos system is an integral part of the University payroll process.

The OFA serves as the timekeeper for all off-campus FWS students. During the hiring session, all Kronos policies and procedures are explained to the students.

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 timekeeper may then monitor these clocking transactions through the Kronos website.

The Kronos Approval Email

After a student has appeared in the Kronos system, the timekeeper (OFA) will send a Kronos email to the student, supervisor, and organization liaison. This email includes authorization to begin using the Kronos system, the student's 9-digit Kronos number, and instructions on how to submit any hours already worked. The text of the Kronos email is as follows:

You have been approved to begin using the Kronos system to record time worked on the Emory Federal Work-Study Program. You may begin using Kronos on **Thursday, September 1, 2011**. Your employee number is **146980800**.

To be paid for hours already worked, send those times to fws@emory.edu. Please include in this email the dates and the times in and out for each day worked. Copy your supervisor on this email or it will not be accepted. **This email must be received by 9:00am on Monday, September 5th at the latest in order to be paid out on the upcoming pay day.**

Please only use this number for this specific job (Off-Campus FWS – Department 981220). If you have another Emory job, you will need to contact your other timekeeper to determine that job's Kronos number and to report errors for that job. If working multiple jobs, please look for the department number listed on Kronos error messages.

Please report all Kronos corrections to fws@emory.edu, copying your supervisor, before 9:00am on Payroll Monday. Late corrections will not be paid on the upcoming Friday Pay Day. Emails will not be accepted if they are sent to any other email address, or if the supervisor isn't copied in the email.

How Kronos Works

FWS employees, as Emory biweekly employees, must clock all hours into the Kronos system and be paid an hourly wage in accordance with the pay rate set in an employee's HR job record. Before using the system, the employee must have received the authorization email from the timekeeper to begin using the system, including the 9-digit Kronos ID number. The 9-digit Kronos ID number is comprised of the employee's 7-digit Emory Student ID plus a 2-digit record identifier. The OFA may authorize students to begin working prior to receiving a Kronos ID, in which case they must maintain manual handwritten

timesheets for the time being. An employee will have more than one Kronos ID number if working more than one Emory job, and the last 2 digits will distinguish the IDs. We do instruct students at the hiring sessions that they must never use another Kronos number for this job if they have more than one, and that they may only use the number provided in the Kronos email in relation to this job.

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

1. **The employee calls 404-712-9350 from a phone line (land line) at the organization.** The student should call from the specific phone line designated by the supervisor. Clocking calls are traceable by the OFA. **STUDENTS MAY NOT CLOCK FROM CELL PHONES.**
2. The Kronos system will ask the student to **enter the 9-digit Kronos ID** on the phone keypad.
3. Then the **system will ask for a clock code.**
 - Enter 1 to clock in for a shift
 - Enter 3 to leave for lunch (if applicable)
 - Enter 4 to return from lunch (if applicable)
 - Enter 9 to clock out from a shift
4. *The student will hear a confirmation and **thank you message** if it was properly recorded.*

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)

Students may or may not be required to use Kronos to record a lunch break. The OFA has set up all off-campus FWS students to have a 30-minute lunch break automatically deducted if the student works 6.5 consecutive hours (no Kronos clocking calls required). If a student will not be working 6.5 consecutive hours and wishes to take a lunch, or if a student wishes to override the 30-minute lunch (for instance to take a one hour lunch), the student will have to call the Kronos system to log the break. Students are not permitted to skip the required 30-minute break if working 6.5 consecutive hours or more, and should not email the OFA asking to have breaks cancelled.

Important Notes about Kronos

- Please keep your student employees' Kronos IDs confidential. Under no circumstances may one person clock for another.
- If a student clocks into Kronos but forgets to clock out (or vice versa), an error email will be automatically generated by the Kronos system and sent to the student's Emory email address. Please remind students to check their Emory email accounts daily. If a student forgets to clock both in and out for a shift, they will not receive an error email.
- All Kronos errors must be emailed by the student to **fws@emory.edu**, copying the supervisor as verification, before 9:00am on a payroll deadline day (typically the Monday before a pay day) for the pay period. Please see the FWS Payroll Schedule (*diag. 12*). Emails to any other email account, emails not copying a supervisor, and emails without exact times and dates will not be accepted.

Correction emails to **fws@emory.edu** sent after the deadline will not be paid out on the upcoming pay day.

- Students should only be emailing occasional errors to **fws@emory.edu**. They should not be submitting entire days or weeks of hours worked (with the exception of the submittal of manually recorded hours in the first pay period).
- Abuse of the Kronos system, such as attempting to falsely report hours worked, is a serious offense. The best way to avoid these complications is to remove any temptation from your workers. Verify that students are actually reporting to work, and do not allow them to work when no supervisors are present. **STUDENTS MAY NEVER WORK FROM HOME. FWS STUDENTS MUST BE SUPERVISED AT ALL TIMES.**
- FWS students may only be paid REG (regular) hourly pay, or if necessary RET (retroactive) hourly pay. Any other types of pay codes (including holiday and overtime) appearing in a FWS student's labor report will be charged back to the organization in full.

2011-12 FWS PAYROLL SCHEDULE		
Pay Period	Payroll Monday	Pay Day
<i>FALL 2011</i>		
08/21/2011 - 09/03/2011	09/06/2011	09/09/2011
09/04/2011 - 09/17/2011	09/19/2011	09/23/2011
09/18/2011 - 10/01/2011	10/03/2011	10/07/2011
10/02/2011 - 10/15/2011	10/17/2011	10/21/2011
10/16/2011 - 10/29/2011	10/31/2011	11/04/2011
10/30/2011 - 11/12/2011	11/14/2011	11/18/2011
11/13/2011 - 11/26/2011	11/28/2011	12/02/2011
11/27/2011 - 12/10/2011	12/12/2011	12/16/2011
12/11/2011 - 12/24/2011	12/27/2011	12/30/2011
12/25/2011 - 01/07/2012	01/09/2012	01/13/2012
<i>SPRING 2012</i>		
01/08/2012 - 01/21/2012	01/23/2012	01/27/2012
01/22/2012 - 02/04/2012	02/06/2012	02/10/2012
02/05/2012 - 02/18/2012	02/20/2012	02/24/2012
02/19/2012 - 03/03/2012	03/05/2012	03/09/2012
03/04/2012 - 03/17/2012	03/19/2012	03/23/2012
03/18/2012 - 03/31/2012	04/02/2012	04/06/2012
04/01/2012 - 04/14/2012	04/16/2012	04/20/2012
04/15/2012 - 04/28/2012	04/30/2012	05/04/2012
04/29/2012 - 05/12/2012	05/14/2012	05/18/2012

Diagram 12: The 2011-12 Payroll Schedule for the Federal Work-Study Program.

Student Award Tracking

It is strongly advised that students track their hours on manual timesheets in addition to entering hours in the Kronos system. If a student forgets to use the Kronos system these sheets provide an easy reference for corrections. They also have proved invaluable when accounting issues arise. For example,

one error which has occurred is that **a student with more than one job confuses the Kronos IDs, and enters hours for more than one job into a single Kronos ID, or randomly enters hours using both IDs without regard to which job the student is working.** The only way to determine which hours should be billed to which department is to reference manual timesheets. Also, manual timesheets must be kept if a student is allowed to begin working prior to using the Kronos system, so the timekeeper can plug those clocking transactions in once the student has appeared in the Kronos system.

The OFA has provided prepared manual timesheets for every pay period for the academic year. The first page of this manual timesheet packet allows students to plug their gross pay into a table, which may be subtracted from the total award each pay period to provide an up-to-date award amount. Students and supervisors may download the 2011-12 Manual Timesheet Packet at the following website:

http://www.emory.edu/FINANCIAL_AID/student_employment/forms.php

Students may also wish to utilize the **Emory Time Status Inquiry System (TSIS) hotline, which provides information on hours worked in the current pay period.** To access the system call 404-712-9445, enter the Kronos ID number, and follow the instructions.

Another option for students inquiring about their hours is to direct them to the **Emory Finance Web** site, accessible at <https://www.finance.emory.edu/general/pay/kronos/reports/clocking.cfm> (*diag. 13*). Students must click the *Sign In* button in the left column and enter their Emory network ID and password. The next screen will allow the student to enter the 9-digit Kronos ID and a range of dates, and then will provide a complete clocking report.

One final means for students to track their award amounts is to simply login to **Emory HR Web** at <http://leo.cc.emory.edu>, enter Employee Self Service, and view their paychecks. Be aware that FWS awards are calculated using the student's gross pay, not the net (take-home) amount.

If the student and supervisor encounter discrepancies in tracking, please utilize the above resources to try and resolve any problems. The OFA is happy to help investigate unresolved issues or situations where tracking has failed. **Remember, it is the responsibility of both the SUPERVISOR and the STUDENT to track earnings and awards.**

Diagram 13: The Emory Finance Web page's Time and Attendance section.

Chapter 4: Supervising Federal Work-Study Students

Student Employee Rights and Responsibilities

Each FWS 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.

Each FWS Student Employee is responsible for the following:

- 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 FWS earnings and monitor remaining award.

Employer Rights and Responsibilities

Each FWS 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 FWS Employer had responsibility for the following:

- To provide adequate orientation and on-the-job training to student employees.
- To clarify the required hours of work and expected duration of job to students.
- To set expectations for the quality and quantity of work.
- To explain all office and organization policies which are applicable to students.
- To ensure students are hired and terminated through the proper procedure.
- To ensure no students work prior to receiving approval, or continue working after termination.
- To discuss any performance issues with student employees and complete an evaluation each year.
- To ensure, in coordination with the OFA, that proper payroll and clocking processes are followed.
- To monitor the FWS awards of student employees, and to terminate students once awards are exceeded.
- To correctly maintain FWS personnel files on every FWS student worker.

FWS Personnel Files

A file folder should be created for every FWS employee and housed within your organization **for at least three academic years**. It is mandatory these files be kept in order to remain compliant with regulations.

- **Label** – Include the student's name and academic year.
- **OFA Information** – Include the Hiring Approval Email, the Kronos Approval Email, the Termination Notification Email, and Employee Evaluation.
- **Miscellaneous Information** – Could include printouts email communication between the supervisor and student, resumes, or any documentation you deem important.
- **Manual Timesheets**

Employee Evaluations

The work experience that a student gains through part-time employment is a valuable asset in skill development and career planning. It is important for each department to maintain a record of those experiences for reference purposes. An evaluation must be completed either at the time of termination or at the end of the academic year, whichever is first. The employer should share the evaluation with the student. Please do not send evaluations to OFA; put them in the student's personnel file. The Employee Evaluation form for FWS students is available at the following website:

http://www.emory.edu/FINANCIAL_AID/student_employment/forms.php

Working Remotely

It is the responsibility of the hiring organization and supervisor to provide adequate supervision for their FWS students. Work-study is a mentoring program, designed to give students a chance to hone their career skills in a real-world work environment through direct interaction with working professionals. Work-study is also community-service oriented. It is not study time or independent research time. Supervisors looking for an employee who may work from home or who regularly does independent research outside of the office should consider hiring a non-FWS intern. **FWS students may not work from home. Students are not permitted to travel as FWS student employees.**

Students should be clocking in and out from their shift from their off-campus place of employment. Students may be sent on errands, but should be checking into and out of the place of work at the beginning and end of a shift. This allows supervisors to verify that students are actually working. Students should never clock in or out from a dormitory phone. Kronos clocking calls from home phones, cell phones, dorm phones, or any phone not within the organization are red flags of possible abuse of the timekeeping system.

It is your responsibility to verify that FWS students are reporting to work, as you would for any employee you supervise. FWS students may not under any circumstance work unsupervised.

Volunteered Hours Prohibited

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.

Increased Awards

In some instances, once a student has earned the maximum of his or her FWS award, the student may be eligible for an increase to the award. If the student is deemed eligible, the OFA will increase the award and notify the student and organization. Increases are entirely dependent on the FWS budget.

Decreased Awards

Please note that financial aid packages are subject to change. FWS awards in some instances are decreased or entirely cancelled mid-year. In the event that a student's award is decreased or cancelled, the organization will be responsible for 100% of earnings outside the modified award.

Terminations

It is the organizational supervisor's responsibility to ensure the OFA is notified in a timely manner when a student has stopped working or wishes to be terminated. Any student employee who resigns or is terminated will receive any unpaid wages which are due.

If the OFA hires a student for your organization, that student does not report to work within a reasonable period of time, and you are not able to contact the student, it is safe to assume the student does not intend to work for your organization. Please notify the OFA of no-shows within two weeks of non-contact. If a student does begin working with your organization for a short time but does not return to work or contact you, it is also safe to assume the employee should be terminated.

Termination notifications are sent to students, supervisors, and organizational liaisons following the pay period when a student exhausts his or her award. It will instruct the student to cease working immediately, and that the student will have a termination processed by the OFA on the following business day. **Employees may not work on the day on which the termination is processed.**

Ideally, a student employee should give two weeks' notice if quitting as a professional courtesy. This is in no way enforceable and is ultimately at the discretion of the employee. A student who has been terminated involuntarily should be given two weeks' notice as well in order to find a new job. Please email the OFA if terminating a student involuntarily. In the case of extreme policy violations in which a student must be terminated immediately, please report the circumstances to the OFA as soon as possible.

An Employee Evaluation form should be completed at the time of termination. Please house the evaluation in the student's personnel folder. If reporting the circumstances of an involuntary termination to the OFA, the evaluation may be requested.

Grievances

In case of any misunderstanding or misinterpretation of University or OFA policy:

1. The aggrieved student should make every effort to informally resolve the problem with the supervisor.
2. If the aggrieved student is dissatisfied with the outcome, or if the supervisor fails to take action, then the student should contact the next level of organization management to request further action.
3. If the grievance remains unresolved, the student may meet with the OFA and have the situation reviewed. In this instance, a meeting will be held at the OFA between an OFA staff member, the student, and the organization liaison 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

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined 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. All inquiries regarding Equal Opportunity should be directed to the Emory University Office of Equal Opportunity Programs.

Changing Personnel

In order to properly serve the University and our affiliate organizations, it is essential that the OFA have up-to-date contact information for every organization. **It is crucial that we remain in contact with a designated FWS liaison for each organization.** This main FWS contact person should attend the Annual Supervisor Training, disburse information about FWS to the organization, receive copies of all Hiring Approval, Kronos Approval, and Termination Notification emails from the OFA, and receive important news from the OFA listserv. Most importantly, we need the current email address and phone number for this person.

These organizational contacts should notify the OFA if they are leaving the position or passing these duties on to another person. Please instruct or leave instructions for your successor to contact the Emory OFA in order to be trained on the FWS program and be brought up to speed.

Displacement of Regular Workers

FWS employment must not displace employees, including those on strike, or impair existing service contracts. You are cautioned against using students in jobs traditionally filled by full-time personnel. Replacement is interpreted as displacement. The program's intent is to create new job opportunities.

Religious or Political Involvement

FWS 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.

FWS jobs may not involve any political activity, meaning that a student may not work for a member of Congress, a member of the 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 at the U.S. Department of Education are prohibited.

Benefits and Insurance

FWS 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.

FWS Students as Emory Employees

Student employees are considered Emory University employees, and are thus subject to all University personnel policies and procedures. Please refer to Emory University's Policies and Procedures Handbook for more information.

If you ever need clarification on student employment or Federal Work-Study policies, please contact the Emory University Office of Financial Aid by calling 404-727-6039. We are here to be your resource!

NOTES
