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CHAPTER 1:
THE STUDENT EMPLOYMENT 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 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.
• Must have financial need as determined by the Free Application for Federal Student Aid (FAFSA).
• Must be at least 16 years of age.

Oxford Student Worker Program - OSWP (formally Work-Ship)
• Student is not eligible for Federal Work-study
• Student can be an International student
• Completes same paperwork as Federal Work-study
• Student must be requested by a supervisor and have a specific skill such as Lifeguard, Tutor, SI Leader, etc. Clerical work is not permitted under this program.
• Must be at least 16 years of age.

The Student Employment Office (SEO)
The Student Employment Office, a part of the Oxford College Office of Enrollment Services, administers the FWS and the OSWP program and is housed in the Eady Admission building. Please direct all student employment questions to:

Bonnie Cowan
Student Employment Coordinator
bcowan2@emory.edu
Phone: 770-784-8328
Fax: 770-784-8359

Office Hours Monday-Friday, 8:30am-5:00pm

Oxford College of Emory University
122 Few Circle
Oxford, GA 30054
Goals of the Student Employment Office

- To provide a centralized source of employment information, assistance and community service job 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 is 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.
- To offer alternative means of employment to those who are not eligible for FWS

Types of Student Employment

- **Federal Work-Study Student Employment - FWS (70% Federal Funding/30% Institutional Funding)**

FWS employment is partially funded by the federal government and is administered by the SEO. For the 2010-11 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 Oxford College Student Employment budget. To be eligible for FWS, the student must apply for financial aid for that academic year. FWS students are limited to working a **maximum of 10 hours per week**, during periods of enrollment. A FWS student can have a maximum number of 2 jobs at one time and will be required to split the 10 hours between the 2 jobs. The student should inform their supervisors that they have more than one job, so that the supervisors may better coordinate the work schedule.

**NOTE:** In the rare instance that a student’s financial aid award is modified mid-year, resulting in the FWS portion of the award being decreased or cancelled, the department can then decide if they would like to hire the student as an OSWP. If so, the hours will be decreased to 6 hours per week from 10 hours per week. Any hours worked over those hours, the department will be held responsible for 100% of those earnings. An OSWP should work up to a maximum amount of 78 hours per semester. This is based on 6 hours per week and 13 weeks per semester. If the student stays within the 78 hours per semester then the department will not be responsible for the earnings.

- **Oxford Student Worker Program - OSWP (100% Institutional Funding)**

The OSWP is funded totally (100%) by the Oxford College Student Employment budget (see above note regarding detailed funding). OSWP jobs are assigned to students who are not eligible for FWS and who possess specialized skills (i.e. tutors, SI leaders, computer lab assistants, lifeguards, etc.). OSWP jobs are reserved for students who have been specifically appointed by faculty or staff and who are not eligible for FWS. OSWP students are limited to a **maximum of 6 hours per week. SI Leaders are limited to 7 hours per week if they are not eligible for FWS and cannot work a second job.** An OSWP student can have a maximum number of 2 jobs at one time and will be required to split the 6 hours between the
two jobs. The student should inform their supervisors that they have more than one job, so that the supervisors may better coordinate the work schedule.

CHAPTER 2:
Student Employment Website

The SE website is managed by Oxford’s Student Employment Office. This website is where every FWS and OSWP job is posted as well as the requisition status of all students who work on Oxford’s campus. The website is used not only to recruit employees, but also serves as an archive of all student job descriptions to be compliant with federal FWS regulations.

To access the SE website, you can find the links on Oxford’s website under “Faculty & Staff” or under “Affordability”. Or simply enter the following web address:

https://app.oxford.emory.edu/WebApps/Admissions/StudentEmployment/index.cfm

Diagram 1: The Student Employment login page
Various pages of the Student Employment Website

The home page gives general information regarding dates and your job and job status.
On the checklist page you will find important dates and links to forms that are required in order for you to work at Oxford College.
• On this page you can review the job descriptions. Click on the job title to view the detailed information regarding each particular job.

Diagram 5: Job Descriptions page
Below is a view of one of the entire job descriptions.
Below is the Skills Form page. This is the page you will use to choose your top 3 job choices.

Diagram 6: Skills Form page
Below is a bottom view of the Skills Form page.

Diagram 7: Bottom view of the Skills Form page
Checking the status of your job

On each page of the Student Employment website you will find a legend (as shown below). When you log on to the Student Employment website you will be able to view your job status. It is important to pay attention to what your status is.

If your status is:

**Pending** This means you **cannot** begin working yet. Pending is the first phase of the approval process.

**Confirmed** This means you **cannot** begin working yet. Confirmed is the second phase of the approval process.

**Approved** This means you can begin working now! Approved is the final phase of the approval process. Once you are approved, you will receive an email that states your job title, supervisor, timekeeper and clock code.

Legend:

WS = Workstudy
WP = Workshop

Pending = Pending completion of documentation

Confirmed = Student is assigned job and paperwork complete; pending Human Resources' approval; student cannot start work yet.

Approved = Student is approved to work; all paperwork complete; student can start work now.
CHAPTER 3: AWARDS, WAGES, AND HOURS

Federal Work-Study Awards
The amount of students’ FWS awards varies by the individual student’s financial need. The general award amount for 2013-2014 is as follows:

Undergraduate - Oxford $2500/year, $1250/semester

To check on the award amount of a student, please call the Student Employment Office at (770) 784-8328.

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.

When hiring students, please remember to discuss the following with the student:
• To notify you when changes are made to the FWS award
• To inform you if they have previously worked any FWS jobs in this academic year, and if so, how much of the FWS award have they already earned? If a student is unsure how much has been earned they can contact the Student Employment Office.

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 a total of $2,500.00. The 70% and 30% portions are used behind the scenes for accounting purposes. Do not make the costly mistake of assuming the $2500 award maximum refers only to Oxford’s 30% portion.

FWS Student Employee Wages
The SEO does mandate that all undergraduate FWS students be paid an hourly wage of $7.50 for all jobs with the exception of Lifeguards who are paid $8.25 per hour.

Days and Hours FWS Students May Work
FWS students may begin working as early as the first day of class for their school if they have been approved by the SEO. Please refer to the Classes Begin dates on the academic calendar (diag. 19). If a student has been awarded FWS for the spring semester only, the student may begin working on the first day of class for the spring semester if they have been approved by the SEO. The spring semester officially begins during the January 5 – 18 pay period.

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, supervisor and timekeeper have received a hiring approval email from the SEO.

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 academic calendar (diag. 19). 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.
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 will be considered fall semester earnings. The spring semester officially begins during the January 5 – 18 pay period.

During periods of enrollment, FWS students are permitted to work a maximum of 10 hours per week. If the student has more than one job they must distribute the 10 hours between the two jobs. A FWS student cannot have more than two jobs unless approved by the SEO. A FWS cannot be hired as an Oxford student worker and work on the Emory campus for that particular job. 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 20 hours per week among all Oxford jobs. Under no circumstances may a student work more than 20 hours per week.

**Days and Hours OSWP Students May Work**

OSWP students may begin working as early as the first day of class for their school if they have been approved by the SEO. Please refer to the Classes Begin dates on the academic calendar (diag. 19). If an OSWP student has been requested to work during the spring semester only, the student may begin working on the first day of class for the spring semester if they have been approved by the SEO. The spring semester officially begins during the January 5–18 pay period.

**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, supervisor and timekeeper have received a hiring approval email from the SEO.

OSWP students may work until the last day of classes for their school. Please refer to the Classes End date on the academic calendar (diag. 19). If an OSWP student has been requested for the fall semester only, the student may work until the last day of class of the fall semester. During periods of enrollment, OSWP students are permitted to work a maximum of 6 hours per week. If the student has more than one job they must distribute the 6 hours between the two jobs. An OSWP student cannot have more than two jobs at one time. An OSWP student cannot be hired as an Oxford student worker and work on the Emory campus for that particular job. Periods of enrollment encompass all times when classes are in session. An OSWP student should not work during winter and/or spring break.

**Program Start and End Dates**

The SEO reserves the right to modify the program start and end dates as needed. In the event of a change to these published start and end dates, supervisors will be notified as soon as possible. It is up to the supervisor to notify their students of this new date.

**NOTE:** The 10 (20 FWS) and 6 (12 OSWP) hour maximums include all jobs. Please ask your students with multiple Oxford jobs to monitor their hours worked so as not to exceed these amounts. Although they may work during break periods, FWS and OSWP students may NEVER work on a University holiday, and thus never earn holiday premium pay.
The University holiday schedule is below:

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Tuesday, January 1</td>
<td>Wednesday, January 1</td>
<td>Thursday, January 1</td>
</tr>
<tr>
<td>Martin Luther King Jr.</td>
<td>Monday, January 21</td>
<td>Monday, January 20</td>
<td>Monday, January 19</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 27</td>
<td>Monday, May 26</td>
<td>Monday, May 25</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Thursday, July 4</td>
<td>Friday, July 4</td>
<td>Friday, July 3</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 2</td>
<td>Monday, September 1</td>
<td>Monday, September 7</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday, November 28, Friday, November 29</td>
<td>Thursday, November 27, Friday, November 28</td>
<td>Thursday, November 26, Friday, November 27</td>
</tr>
<tr>
<td>Christmas</td>
<td>Tuesday, December 24, Wednesday, December 25</td>
<td>Wednesday, December 24, Thursday, December 25</td>
<td>Thursday, December 24, Friday, December 25</td>
</tr>
<tr>
<td>New Year's Eve</td>
<td>Tuesday, December 31</td>
<td>Wednesday, December 31</td>
<td>Thursday, December 31</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional pre-term coursework</td>
<td>Aug 12-23 (M-F)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug 28 (W)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Day (no classes)</td>
<td>Sept 02 (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Change Ends</td>
<td>Sept 04 (W)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree Application Deadline</td>
<td>Sept 13 (F)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Record</td>
<td>Sept 18 (W)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Break</td>
<td>Oct 14-15 (M-Tu)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Pre-Registration Begins</td>
<td>Oct 28 (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Recess (Oxford 27-29)</td>
<td>Nov 28-29 (Th-F)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec 10 (Tu)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam Period 3</td>
<td>Dec 11-21 (W-Sa)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of Term/Conferral of Degrees</td>
<td>Dec 21 (Sa)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional pre-term coursework</td>
<td>Jan 02-10 (Th-F)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes Begin (All except College, BBA &amp; Oxford)</td>
<td>Jan 13 (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes Begin (College, BBA &amp; Oxford)</td>
<td>Jan 14 (Tu)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLK Holiday (no classes)</td>
<td>Jan 20 (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Change Ends</td>
<td>Jan 21 (Tu)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Record</td>
<td>Feb 05 (W)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree Application Deadline</td>
<td>Feb 07 (F)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Break</td>
<td>Mar 10-14 (M-F)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Pre-Registration Begins</td>
<td>Mar 24 (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes End</td>
<td>Apr 28 (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam Period 3</td>
<td>Apr 29 - May 09 (Tu-F)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of Term 7</td>
<td>May 12 (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxford Campus Commencement</td>
<td>May 10 (Sa)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atlanta Campus Commencement</td>
<td>May 12 (M)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Pacing FWS Student Earnings

Although students may work up to 10 hours per week during periods of enrollment and 20 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, 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 a regular student employee – OSWP (100% departmentally funded if hours go over 78 hours per semester), or to cease employing the student all together.

The SEO, as a courtesy, sends out email notices to the student, supervisor and timekeeper notifying them of two instances:

1) When a student comes within $400 of reaching the award maximum for the year, and
2) When a student has exceeded the award maximum for the year, and must be immediately terminated from the FWS program.

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.

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. 20) 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 $7.50/hour.

<table>
<thead>
<tr>
<th>Our Example</th>
<th>Your Student Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the amount of the student’s FWS award remaining for the semester</td>
<td>$1250 fall award</td>
</tr>
<tr>
<td>and divide by</td>
<td>$7.50 per hour</td>
</tr>
<tr>
<td>the student’s pay rate per hour</td>
<td></td>
</tr>
<tr>
<td>which equals</td>
<td></td>
</tr>
<tr>
<td>the total number of hours the student can work this semester.</td>
<td>166.67 total hours</td>
</tr>
<tr>
<td>Take the above number and divide by</td>
<td></td>
</tr>
<tr>
<td>the number of weeks remaining in the semester</td>
<td>16 weeks</td>
</tr>
<tr>
<td>which equals</td>
<td></td>
</tr>
<tr>
<td>the average number of hours the student should work per week</td>
<td>10.42 hours per week</td>
</tr>
</tbody>
</table>

Therefore, the student should work an average of about 10 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. The number of weeks mentioned above does not include any of the semester breaks.

*Diagram 20: This formula may helpful when planning a work schedule with a FWS student employee.*
CHAPTER 4:  
HIRING FEDERAL WORK-STUDY STUDENTS

The Hiring Process
The processing of hiring documents for all student employees, including FWS employees, is handled by the Student Employment Office then forwarded to Emory’s Human Resources Data Services for final processing. The student hiring process is a two-part process, consisting of the following:

1) The Paperwork Process

This portion of the hiring procedure includes the completion of the I-9 Employment Eligibility form, the W-4 Federal Withholding form, the G-4 Georgia Withholding form, the Direct Deposit Authorization form, and in some instances an Age Certification (for employees under 18 years of age). All documents other than the Age Certification will be completed on the Orientation link electronically.  

www.hr.emory.edu/orientation   Acceptable documents for the I9 must be presented to the student employment office for verification.

2) The Electronic Process

This portion of the hiring procedure includes the entering of a student’s hiring information into the HR Student Hire System in HR Web. This hiring process is completed in the Financial Aid Office by Student Employment personal.

Hiring Paperwork
For new student hires, all paperwork must be completed in order for the student to be hired. If a student worked during the previous fall/spring or the spring semester they do not need to complete hiring paperwork again. If the student only worked in the fall, they need to complete the paperwork again. If you or the student is unsure about their paperwork, contact the Student Employment Office for assistance.

• The I-9 Form

This form establishes employment eligibility. Emory uses the E-Verify system to check eligibility based on the information entered on the I-9. All documents presented must be originals, and if a combination of a List B and List C document is used, the List B document must be a photo ID. A new I-9 needs to be completed for rehire students if it has been more than 12 months since termination.

• The W-4 Form

This form determines the rate of Federal Tax Withholding. A new W-4 must be submitted if it has been 120 days or more since termination.
• The G-4 Form

This form determines the rate of Georgia Tax Withholding. A new G-4 must be submitted if it has been 120 days or more since termination.

NOTE: You may not provide any tax advice to students. If a student needs help completing tax forms, refer the student to his or her parents, an accountant, or the IRS. Many students may ask if they qualify for exemption from tax withholding. You may provide the following information:

**Federal Exemption** requires 3 criteria: 1) the student had NO tax liability last year and will have none this year, 2) the parents did not claim them, and 3) the student’s income is less than $900.00 this year. If claiming federal exemption, a new W-4 must be submitted each year.

**Georgia Exemption** requires that those seeking exemption must file first, and that they are only exempt if all monies deducted are subsequently returned by the State of Georgia.

• The Direct Deposit Authorization Form

The Direct Deposit form allows University Payroll to deposit earnings directly into a savings or checking account. This is done at the time the student completes other forms on the Orientation site. [www.hr.emory.edu/orientation](http://www.hr.emory.edu/orientation)

If a student refuses to enroll in Direct Deposit, they sign up for the Cash Pay option with the Student Employment Office. Direct Deposit is the recommended method of payment; Cash Pay is an alternative arrangement.

Age Certification An age certification is required before any person under the age of 18 begins employment with the University. A student under 18 may not begin working until the entire certification process is complete. The University prohibits hiring anyone under 16 years of age. For the latest information on the age certification process, please contact the Student Employment Office.

HR Web Student Hire

Under no circumstances may you allow a FWS or Oxford Student Worker begin working prior to receiving an approval email from the Oxford Student Employment Office. Once an email has been sent out (a copy is sent to the student, supervisor and timekeeper) the supervisor may then notify the student that he or she is permitted to begin working.

**Student Award Tracking**

**Timesheets are a requirement for FWS.** You must maintain adequate timesheets or records of hours worked for FWS students. These timesheets must show, separately for each day worked, the hours a student worked, and the total hours worked during the pay period. These amounts and hours recorded must match the hours for which the student is paid. FWS timesheets must be certified by the student’s supervisor. Students working for your school must have their timesheet certified by either their supervisor or an official at the school.

**On-campus** timesheet certification is satisfied by the process of the timekeeper certifying biweekly payroll. Individual student printouts of the Kronos time record and manual timesheets must be provided to the Office of Financial Aid upon request.

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

~ 21 ~
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.

Employers may create and use their own timesheets. However, the Student Employment Office 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 2013-14 Manual Timesheet Packet at the following website: http://www.emory.edu/FINANCIAL_AID/student_employment/forms.php

Students may also wish to utilize the 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 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 Student Employment Office 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.
Time and Attendance

What is the Time & Attendance system?

• Our TAS is an automated program used to collect work hours for non-exempt employees, as required by Federal law.

• Employees phone in when they begin and end work.

• No paper timesheet is required.

• Total hours for the pay period are calculated based on the call-in times.

• Vacation, sick, and floating holiday time can also be phoned in.

How does TAS benefit you?

• Your worked time will be recorded accurately and you will be paid correctly.

• No lost timesheets.

• Overtime and shift differentials are automatically calculated.

• Employee or supervisor signatures are not required.

How does TAS work?

• Each department has at least one timekeeper who is responsible for the time and attendance system.

• The timekeeper reviews each employees’ time, corrects errors, enters missing information, and approves the pay period.

• Timekeepers can also print out reports for supervisors to review their employees' time for that pay period.

Diagram 23: The Emory Finance Web page’s Time and Attendance section.
CHAPTER 5:
Supervising Federal Work-Study Students and Oxford Student Worker Program Students

Student Employee Rights and Responsibilities

Each FWS and OSWP (OSWP) Student Employee has the right to the following:
• Information about the award amount and pay rate if they are a FWS student.
• A specific job description including the supervisor’s expectations and standards.
• A clearly defined work schedule and the average number of hours of work to expect per week.
• Adequate training to perform assigned tasks.
• A safe and sanitary working environment.
• Regular supervision and review of work performed.
• A clear explanation of how to use the Kronos system and the procedure for being paid.
• Instructions on how to report an unexpected absence from a scheduled work shift.
• A procedure for stating concerns related to the job or supervisor.

Each FWS and OSWP Student Employee is responsible for the following:
• Become familiar with information regarding the terms of the award (if FWS student) and with general policies.
• Understand the specific job responsibilities including the supervisor’s expectations.
• Perform assigned tasks in an efficient and timely manner.
• Arrange a mutually agreeable work schedule with the supervisor, and work the assigned hours regularly.
• Notify the supervisor immediately if a scheduled work period must be missed.
• Accurately document work hours.
• Track FWS earnings and monitor remaining award (if applicable).
• Inform the Student Employment Office immediately of changes in financial situation, of a second FWS job, or of any suspected irregularity in FWS earnings or awards. This does not pertain to OSWP.
• Inform your supervisor if the amount of your FWS award has been adjusted during the year.

Employer Rights and Responsibilities

Each FWS and OSWP Student 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.
Employer Rights and Responsibilities, continued

Each FWS and OSWP Student Employer has the responsibility for the following:
• To provide adequate orientation and on-the-job training to student employees. The SEO relies on you, the supervisor, to communicate all FWS and OSWP policies and procedures to your employees.
• To clarify the required hours of work and expected duration of job to students.
• To set expectations for the quality and quantity of work.
• To explain all office and department policies which are applicable to students.
• To ensure students are hired and terminated through the proper SEO procedure.
• To ensure no students begin working prior to receiving SEO approval, or continue working past the point of termination.
• To discuss and document any performance issues with student employees.
• To ensure, in coordination with the timekeeper, that proper payroll and clocking processes are followed to ensure students are paid in the appropriate manner.
• To complete one Employee Evaluation for each student per year.
• To monitor the FWS awards of student employees to make certain students do not exceed the awards, and to terminate students in a timely manner once awards are exhausted.
• To maintain open communication with the SEO, timekeepers, and students.
• To correctly maintain a student personnel file on every FWS and OSWP student worker if desired by the supervisor.

FWS Personnel Files for the Student Employment Office
A file should be created for every FWS and OSWP employee and housed within your department for at least three academic years. It is mandatory these files be kept in order to remain compliant with regulations. These file folders must consist of at least the following:
HR Data Services Information – Include the HR Web Hire Information page and the Summary page for the student, as well as the HR Approval Email.
Miscellaneous Information – Could include printouts of changes to the employee record which have been submitted to HR, email communication between the supervisor, timekeeper and student, resumes, or any documentation you deem important.

Employee Evaluations
The work experience that a student gains through part-time employment is a valuable asset in skill development and career/life planning. It is important for each department to maintain a record of those experiences for reference purposes. Performance evaluations are beneficial to you, to students, and to post-graduation employers.

An Employee Evaluation form for FWS students is available on the SEO website. An evaluation must be completed either at the time of termination or at the end of the academic year, whichever is first. The employer will share the evaluation with the student employee and both should sign the evaluation. The joint signature is a method of notifying the SEO that the student has reviewed the supervisor’s comments. Please send a copy of the evaluations to the SEO. The SEO does not need an evaluation sheet for OSWP students but is recommended that you complete one and keep it on file in your department.
Working Remotely
It is the responsibility of the supervisor to provide adequate supervision for their FWS and OSWP students. Work-Study as well as the Oxford Student Worker Program 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. FWS and OSWP is also community-service oriented. It is not study time or independent research time. Supervisors desiring an employee who may work from home or regularly does independent research outside of the office should consider hiring an OSWP intern. FWS students may not work from home. Students are not permitted to travel as FWS student employees.

Only students working at actual off-campus locations should be given access to the off-campus Kronos clocking number. Students who are unable to call into Kronos from an on-campus number due to a special circumstance should report the missed clocking transaction to the timekeeper. Under almost all circumstances, students should be clocking in and out from their on-campus place of employment. Students may be sent on errands or to other locations, but regardless 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, under any circumstance, clock in or out from a dormitory phone. Kronos clocking calls from home phones, cell phones, dorm phones, or any phone not within the department are red flags for the supervisor and timekeeper of possible abuse of the timekeeping system.

As the supervisor, it is your responsibility to communicate these policies to your student employees. It also is your responsibility to verify that FWS and OSWP students are reporting to work, as you would for any Emory employee you supervise. Any issues related to clocking should be caught by either the timekeeper or supervisor before an employee’s timecard is approved. By approving a timecard, the department is verifying the accuracy of the hours being reported.

Retroactive Payments
The Student Financial Services Office will gladly assist departments with retroactive payments to FWS and OSWP students. These pay requests may need to be submitted to rectify occasional errors in an employee’s paycheck. Retroactive payments should not be used to pay employees for large amounts of time or used in lieu of the Kronos system. FWS and OSWP students are responsible for clocking all hours accurately into the Kronos system.

Retroactive Salary Transfers
Retroactive Salary Transfers, or RSTs, may not be performed for Federal Work-Study or Oxford Student Worker Program students by individual departments. Contact the Student Financial Services Office for assistance in this matter.

Special Payments (FWS only)
FWS funds may not be used to process special payments to students, including bonuses, commissions, or other incentive payments. Funds may not be used for any type of pay other than REG regular (or in some cases RET retroactive) hourly wages at the hourly pay rate recorded in an employee’s Student Employment job record. FWS funds cannot be used to pay shift differentials, contract payments, holiday
premium, overtime premium, or any other type of irregular pay. All FWS students must be paid an hourly wage.

**Increased Awards (FWS only)**

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 SEO will increase the award and notify the student and department. To see if your student worker who has reached the award maximum is eligible for an increase, contact the SEO. Increases are entirely dependent on the FWS program’s budget.

**Decreased Awards (FWS only)**

Please note that FWS awards are subject to change, as are all parts of financial aid packages. These awards in some instances are decreased or entirely cancelled mid-year. In the event that a student’s award is decreased or cancelled, the department will be responsible for 100% of earnings if the student works more than the maximum of 78 hours per semester after being hired as an OSWP student.

**Changing FWS and OSWP Jobs**

Students are permitted to change FWS and OSWP jobs mid-year, provided they follow a specific protocol.

1. Ideally, the student should give notice to the original department two weeks prior to departure. The student should place the request by sending an email to both the old and new department.
2. The student should complete a Job Transfer Form that can be picked up in the Student Employment Office. The student should have the original supervisor and the requesting supervisor complete the form. Once complete, the student will return the form back to the Student Employment Office.
3. Once the form is received the termination of the original job will begin and the student will be hired for the new job.
4. The student may begin working in the new department once the hiring process has been completed, and an approval email has been sent to the student, supervisor and the timekeeper by the Student Employment Office.
5. The new supervisor and timekeeper must ensure the student begins using the appropriate Kronos code for the new job.

When a student intends to change FWS or OSWP jobs mid-year, it is essential that a proper termination and rehire process are completed. If you have any doubt as to whether a student has been terminated from a previous FWS or OSWP position, please contact the Student Employment Office.

**Terminations**

The supervisor should always speak to the student regarding any issues that arise. Once the supervisor has spoken to the student and see no positive impact, the supervisor will need to contact the Student Employment coordinator to make them aware of the situation. There are three steps the supervisor must take. First, speak to the student to give them a verbal warning. Second, give the student a written warning that they will sign. Third, give a written letter stating they have been terminated from their job due to unsatisfactory work. Copy Bonnie Cowan on the written termination letter. **Remember:** Even though a student is terminated from one job it does not mean that their Federal Work-Study is canceled. The student can be hired for another position if one is available. The decision to hire the student for another position is at the discretion of the Student Employment Coordinator.
It is the supervisor’s responsibility to ensure students are no longer working once they have exhausted their FWS awards. As a courtesy to supervisors, the SEO sends out emails indicating when students are within $400 of exhausting their yearly awards or when they have exceeded the award maximum altogether. While this should not be relied upon as the sole means for tracking, the Award Exceeded email does indicate that you must terminate the student ASAP. If the earnings you are tracking do not match the number of hours remaining sent out by the SEO, please contact the SEO to investigate the discrepancy. Please track student earnings to avoid this situation.

An Employee Evaluation form should be completed at the time of termination. Please send a copy of the evaluation form to the Student Employment Office and reserve the original in the student’s file within the department.

Grievances
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 Student Employment Office to request further action if desired. The student can meet with the Student Employment Coordinator to determine if the situation can be resolved with or without notifying the supervisor. The student can choose to remain anonymous if the supervisor is contacted if they wish. The Student Employment Coordinator will then make contact with the Dean of Enrollment Services as well as the Oxford College Human Resources Department to determine which office will meet with the supervisor. This will be determined by the severity of the grievance.

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, it is essential that the SEO have the most up-to-date contact information for every department. It is important that the supervisor and timekeeper for each department remain in contact with the Student Employment Office to ensure that all departmental information is correct on the Student Employment website. Out of respect for the department and the SEO, these departmental contacts should notify the SEO 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 SEO in order to be trained on the Student Employment program.

Displacement of Regular Workers
FWS or OSWP 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
Religious or Political Involvement

FWS and OSWP 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 or OSWP employment will violate this restriction, you must consider the purpose of the work rather than the nature of the employing organization.

FWS and OSWP 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 and OSWP 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 10 (FWS) or 6 (OSWP) hours per week during periods of enrollment.

FWS and OSWP employees are covered under the University’s auto insurance policy with the following stipulations:
- Driver must have a valid driver’s license.
- Insurance company has the right to check any driver’s motor vehicle record.
- Insurance coverage is for personal and bodily injury only. Collision is not included, therefore any damages to a University vehicle will be charged to the department.
- To be insured while operating a University vehicle, the student must have the permission of the immediate supervisor to operate the vehicle.

FWS and OSWP 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.

EVALUATION OF PROGRAM

At the end of each semester, the students will be able to provide feedback regarding their student employment experience. This information will allow us to continue to develop and improve our work environment and experience for our students.