Student Employment 13/14

- Students will have access to search for FWS jobs starting August 8.
- Once they have completed all hiring paperwork and are in Kronos with a clock in code, students may begin work after Wednesday, August 28.
- Work-study awards will be canceled for all students who have no fall semester earnings by October 1.
- The last day work-study students may work is April 28, 2014, the last day of spring semester classes. Any departments needing students after this date, need to make requests to Bonnie at the beginning of the year.
- Missed clocks by the student should only be an exception. Students must be properly trained and use the Kronos system.
- **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 for which the student is paid. FWS timesheets must be certified by the student’s supervisor.
Individual Student Timesheets

- Print a timesheet for each student worker for each pay period.
- Supervisors sign off on the paper timesheet.
- Timesheet records must be verified with what is in Kronos and therefore on a student’s paycheck, each pay period by the timekeeper.
- Timesheet records must be kept for 3 years and available to be pulled if requested by the OFA at any time.

- Fall_2013_Manual_Timesheets.xlsx
Things to remember...

- The student, supervisor, and timekeeper will receive an email when the student is eligible to work.
- DO NOT let students work before they are notified they are eligible to work and can clock into Kronos.
- It typically takes a few business days for a student to get their Kronos code once they have submitted all hiring paperwork and been hired.
Information on the Web

- Home > Affordability > Types of Aid > Student Employment – Supervisors
- Link to manual timesheets for each pay period
- Link to Student Employment manual
- Contact us: Bonnie Cowan (bcowan2@emory.edu or 4-8443) or Jenn Patil (jennifer.patil@emory.edu or 4-8311)
Questions?