



EMORY

ROLLINS  
SCHOOL OF  
PUBLIC  
HEALTH

# **REAL** EXTERNAL EMPLOYER TRAINING

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**ROLLINS EARN AND LEARN**

# Agenda

- Welcome
- Overview of the REAL program
- Public Health competencies
- Onboarding your REAL students
- Hiring Process
- Hours tracking
- Refer your friends and colleagues to REAL!
- Q & A



**WHAT IS REAL?**

**The Rollins Earn And Learn is a program that offers eligible full-time MPH and MSPH student's valuable opportunities to earn while they learn.**

- The program provides funding for full-time master's level public health graduate students to support their academic interests with applied public health experiences.
- Partner organizations include federal, state, county and other government agencies, Emory University, Emory Healthcare, Emory- affiliated programs, for-profit and nonprofit organizations throughout Atlanta.
- Earnings are funded by both the Rollins School of Public Health and the approved partnering organizations.

# Overview of REAL

- Unique to Rollins School of Public Health
- Vital component of training the public health workforce
- Opportunity to mentor new professionals
- Students provide their skills and assets and deepen their public health competencies
- RSPH pays half their salary!!!!

# More than 10 years of Impact

**09**  
**10**

In its first year, each REAL program awardee received **\$4,000**.

**91**  
students awarded

**7**   
partner organizations participating

**10**  
**11**

After a successful launch year, the program more than doubles the awards to first-year Rollins students.

**357**   
students awarded

**16**   
partner organizations

**15**  
**16**

**580**   
students awarded

**87**   
partner organizations

**16**  
**17**

**615**   
students awarded

**110**   
partner organizations

**17**  
**18**

Annual award increases to **\$5,000 per student** to support the growing financial needs of the student body.

**571**   
students awarded

**119**   
partner organizations

**18**  
**19**

**561**   
students awarded

**136**   
partner organizations

**11**  
**12**

The **first international student** receives a REAL program award!

**411**  
students awarded

**35**   
partner organizations

**12**  
**13**

**10 inaugural REAL program awardees** launch their public health careers and secure full-time employment at the CDC post-graduation!

**459**   
students awarded

**37**   
partner organizations

**13**  
**14**

The proven competence of REAL program students as valuable employees allows for milestone growth of **more than 50 partner organizations!**

**527**   
students awarded

**50+**   
partner organizations

**14**  
**15**

**582**   
students awarded

**37**   
partner organizations



**5,328** TOTAL NUMBER OF STUDENTS AWARDED

**\$22,440,000**  
TOTAL AWARDED

# REAL Support Toolkit

Find important information about key topics related to REAL and answers to FAQs about REAL!

Access the REAL Support Toolkit [here](#)

REAL Support Toolkit and Student Reference to Hiring are available on the [REAL website](#)

Office of Career Development



## REAL SUPPORT TOOLKIT

Rollins Earn and Learn (REAL) is a signature program funded by Rollins that offers full-time MPH/MSPH students valuable opportunities to earn while they learn through applied public health experiences in real-world settings. Students may earn up to \$6,000 per academic year at federal, state, and other government agencies, as well as Emory-affiliated programs, for-profit, and nonprofit organizations throughout Atlanta. Visit the [REAL website](#) to learn more about the program.

TOPIC	RESOURCE
Aspects of a REAL job	A REAL position includes aspects of the <a href="#">MPH/MSPH foundational competencies</a> and operates on an academic timeline (see <a href="#">here</a> for an example of a REAL job description). We highly recommend employers and students complete the <a href="#">Student Work Plan Document</a> to assist both parties in reaching professional development goals based on the foundational competencies.
Important dates for REAL	Check out the <a href="#">REAL Program calendar</a> for important dates, including holidays, soft deadlines for securing a job each semester, dates employers can start posting jobs, etc.
Become a REAL partner	There are <a href="#">5 main steps</a> to get real with Rollins Earn and Learn (REAL). Potential partners can fill out the <a href="#">REAL Partner Interest Form</a> . Our <a href="#">website</a> is also a great resource to learn more about REAL partnerships.
REAL Student Hiring System	REAL uses Salesforce to engage students and employers in the hiring system with features, including MOU tracking, reporting abilities, award and timekeeping validation, etc. Links to the sign-in page are below: <ul style="list-style-type: none"> <li><a href="#">Students + External Partners</a></li> <li><a href="#">Internal Partners</a></li> </ul>
Utilize Emory HR Resources	Human Resources is an important part of the REAL position hiring process. Once your employer has started your onboarding process, you will receive an email with detailed instructions on how to progress with your next steps. For questions relating to Human Resources and the KRONOS timekeeping system, please contact <a href="mailto:rsphhrhelp@emory.edu">rsphhrhelp@emory.edu</a> , Tax, W-2, and direct deposit questions can be directed to Emory Payroll office.
Rights and Responsibilities	It is important for student employees and employers to review their rights and responsibilities in the <a href="#">REAL Program Guidebook</a> . We also provide information on topics including terminations, grievances, changing REAL jobs, and more.

Office of Career Development



## REAL Frequently Asked Questions (FAQs)

- AS A REAL STUDENT, HOW MANY JOBS CAN I HAVE?**  
A student employee may hold a REAL job and non-REAL job simultaneously. However, students are allowed employment in only one job funded through the REAL program at a given time. Students may not use the REAL Award for multiple positions in a given semester.
- WHAT IS THE RATE OF PAY FOR REAL STUDENTS?**  
Effective 6/1/2021, the rate of pay for all REAL positions are \$15.00/hour.
- ARE INTERNATIONAL STUDENTS EMORY EMPLOYEES?**  
Yes. An international student with a REAL award is considered an Emory employee, and does not need employee sponsorship.
- WHAT ARE THE DEADLINES TO SECURE A REAL JOB FOR EACH SEMESTER?**  
The soft deadlines are October 31 for Fall Semester, and March 3 for the Spring Semester. Students are strongly encouraged to search and apply for jobs well in advance of these deadlines on [RSPH Career Connection, powered by i2t20venty](#). Keep track of these dates and more on the [REAL Program Calendar](#).
- HOW DO STUDENTS GET PAID AND KEEP TRACK OF THEIR HOURS?**  
Review the [Frequently Asked Payroll Questions](#) for paycheck questions. And take advantage of your [SalesForce homepage](#) to track your hours. For questions relating to Human Resources and timekeeping, please contact [rsphhrhelp@emory.edu](mailto:rsphhrhelp@emory.edu). Tax, W-2, and direct deposit questions can be directed to the Emory Payroll office.
- WHAT ARE THE RECOMMENDED HOURS TO WORK IN A REAL POSITION?**  
The recommended number of hours per week is 10 hours, with the academic year defined as September 1 through the first week of May. See the student orientation slides on [Canvas](#) for a more detailed breakdown.
- HOW ARE RELIGIOUS OBSERVANCES RECOGNIZED FOR REAL STUDENTS?**  
Consideration must be given to part-time student employees who wish to take leave for religious observances that are not recognized as university holidays ([Select major religious observances](#) compiled by the Office of Spiritual and Religious Life). This can be taken as unpaid leave and should not be denied to employees unless it creates undue hardship within a department. Managers are also asked to be mindful of key religious observances when scheduling events, meetings, etc.
- WHAT RESOURCES ARE THERE FOR BIAS REPORTING?**  
Students may contact [Bias Support Services](#) at Emory University to submit a report and/or obtain resources for advocacy and support.



# REAL 2023-2024 PROGRAM CALENDAR

## Fall 2023

**August 1 - October 5:** Employers may begin posting positions and student may begin applying

**September 1:** First day to work

**September 4:** Labor Day (students are not allowed to work)

**October 2:** Earliest date a student may begin working at the CDC (if approved)

**October 9:** Indigenous Peoples; Day (CDC closed - students are not allowed to work)

**October 9 -10:** Fall break

**October 31:** Soft deadline for students to secure a position if starting in fall semester

**November 1:** Employers may begin posting job positions for spring semester

**November 11:** Veteran's Day (CDC closed - students are not allowed to work)

**November 23-24:** Thanksgiving break (students are not allowed to work)

*\* The last day to work is Friday, December 22, 2023 students may resume working Wednesday, January 3, 2024*

## Winter Break 2023

**December 24:** Christmas Eve (students are not allowed to work)

**December 25:** Christmas Day (students are not allowed to work)

**December 31:** New Year's Eve (students are not allowed to work)

## Spring 2024

**January 2:** New Year's Day celebrated, Emory Holiday (students are not allowed to work)

**January 15:** Martin Luther King Jr. Day (students are not allowed to work)

**February 19:** Presidents' Day (CDC closed - students are not allowed to work)

**March 9:** Soft deadline for REAL students to secure a position if starting in spring semester

**March 11 - 15:** Spring Break

**May 4:** Last day students may work during spring semester



The background of the slide is a solid blue color with a faint, light-colored grid pattern. On the right side, there is a decorative graphic consisting of several overlapping, semi-transparent yellow and gold geometric shapes, including triangles and polygons, creating a dynamic, abstract design.

# **PUBLIC HEALTH COMPETENCIES**

# Example Skill Sets of REAL Students:

- Needs assessment,
- Program evaluation,
- Quality improvement,
- Asset mapping,
- Proposal writing,
- Research,
- Literature reviews,
- Identify facilitators and barriers,
- Cultural competency,
- Strategic planning,
- Data collection and analysis,
- Communications and marketing,
- Training design and implementation

# Competencies

- REAL students are not your traditional “interns”
- They are skilled and degree-seeking
- Use the student work-plan and job description template to craft competency-based job descriptions
  - Work plan template
  - Job description template
  - Click [here](#) for a list of Foundational Competencies

## Rollins Earn and Learn (REAL) Program

### Student Work Plan Document (Optional)

The purpose of the work plan is to outline the public health competencies, assigned tasks, and deliverables associated with this opportunity as agreed upon by the student and the worksite supervisor. Upon completion of the work plan, the student, worksite supervisor, and Emory REAL each retain a copy of this document. If there are changes to the primary competencies or the worksite supervisor listed in this document, please notify the REAL Program Manager, at [real@emory.edu](mailto:real@emory.edu) or 404-712-0687 so that this form can be updated in the student’s file.

I. Student Information	
Name:	Student ID:
RSPH Degree (circle): MPH MSPH	RSPH Dept./Program:
Email:	Cell Phone:
Address:	City, State, Zip:
Emergency Contact Name:	
Relationship:	Phone:

# RSPH Academic Departments

- Behavioral Sciences and Health Education
- Biostatistics and Bioinformatics
- Environmental Health
- Epidemiology
- Global Health
- Health Policy and Management

# RSPH Certificate Programs

- Genetic and Molecular Epidemiology
- Humanitarian Emergencies
- Human Rights
- Injury and Violence Prevention
- Maternal and Child Health
- Mental Health
- Religion and Health
- Socio-Contextual Determinants of Health
- Water, Sanitation and Hygiene



# **ONBOARDING YOUR REAL STUDENTS**

# LOGISTICS

- Location details
- Prohibited work times
- Work commute
- Required trainings before start date



# SCHEDULE

- Discuss the ebb and flow of the academic year with your student:
  - Religious observances
  - University breaks/Overtime
  - Crunch time for your organization
  - Tardy and absences
  - How flexible can you be?

# EXPECTATIONS

- Initial meeting with student
- Preferred pronouns
- Onboarding to office culture, policies, procedures
- Safety plans
- Student work plan document
- Feedback frequency
- Performance evaluation
- Communication culture



# **EMPLOYERS' HIRING PROCESS**

# EMPLOYER HIRE PAPERWORK

1. Memorandum of Understanding (MOU)  
- **External Employers Only**
2. 12Twenty Posting
3. RSPH Student Hire electronic forms submission
  - REAL Hire Form
  - Health and Safety Questionnaire
4. REAL Student Work Plan Document

# REAL

ROLLINS  
Earn and Learn

**REAL Award Summary**  
Financial Aid Year 2022

**[Student Name]**  
EMPL ID: [OPUS ID]

You have been awarded Rollins Earn and Learn (REAL) for both Fall 2022 and Spring 2023, totaling [\$ amount] for the year.

This letter serves as your formal verification of your REAL award. When applying for jobs in [12Twenty](#), please save this email as a PDF and upload as proof you have received REAL for the 2021-2022 academic year.

Detailed information about the REAL award can be found on the REAL canvas page. If you have any questions, please contact the REAL office at [real@emory.edu](mailto:real@emory.edu).

\*Please note REAL award and award amount are verified as of today as posted in your [OPUS](#) account. Continue to check your [OPUS](#) account for any changes to your REAL award.

[sph.emory.edu/REAL](https://sph.emory.edu/REAL)

Lisa Parker, REAL Program Manager

[lisa.parker@emory.edu](mailto:lisa.parker@emory.edu) | [real@emory.edu](mailto:real@emory.edu)



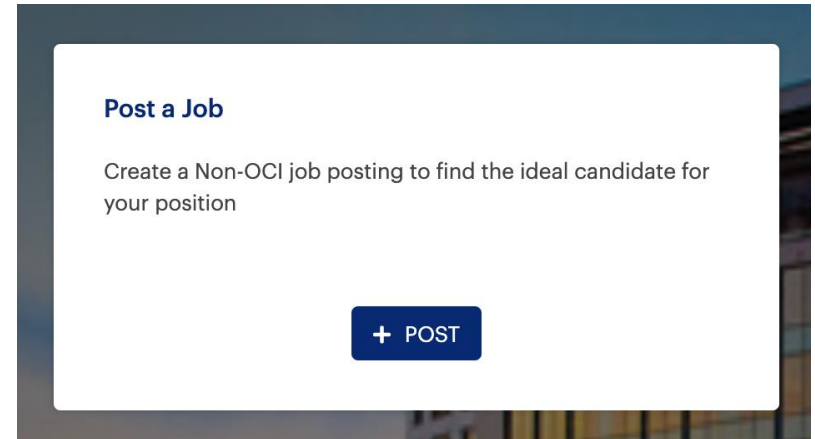
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**USING 12TWENTY**

# How to Post a Job in 12Twenty

- Sign into 12Twenty and from the homepage, click either on “Post a Job” or OCI and Job Listings to the left



The screenshot shows the "My OCI and Job Listings" page. On the left is a navigation menu for "PRESTIGIOUS UNIVERSITY" with options: Home, Company Profile, OCI and Job Listings (highlighted with a pink box), Events, Candidates, Resume Books, Help & Support, and Orders. At the top right of the page are two buttons: "+ Post a Job" (highlighted with a pink box) and "+ Register for OCI". Below the navigation is a search bar for "Job Title, or Keyword" and a filter section for "Job Status" and "Posting Date". The main content is a table of job listings.

Job	OCI Round	Interview Date	OCI Registration Status	Job Status	Applicants
<b>Test Role - Training</b> Larry's Support Help, Inc. Remote/Telecommute 3 months ago Apply By: 08/12/2020	--	--		Application Closed	0 applicants
<b>TEST POSTING</b> Larry's Support Help, Inc. Remote/Telecommute 5 months ago Apply By: 07/02/2020	--	--		Application Closed	1 applicant
<b>TEST POSTING</b> Larry's Support Help, Inc. Flexible/Negotiable 5 months ago Apply By: 07/02/2020	--	--		Application Closed	0 applicants

At the bottom of the page, there is a "Save this search" button and a "My Saved Searches" link.



# How to Post a Job in 12Twenty

- Complete the form with all the required information about your job opening

**PRESTIGIOUS UNIVERSITY**

- Home
- Company Profile
- OCI and Job Listings**
- Events
- Candidates
- Help & Support >
- Orders

**Create Job Posting** Cancel Save Draft Submit

**i** The 12Twenty platform is **highly configurable**. We understand that every school manages their job form differently. You can remove fields that are not relevant to your process and add additional fields if necessary. If something is not working the way you like in the demo environment, our system is flexible and can be adjusted during the onboarding process.

**Job Details**

**Employer\***   
 Hide Employer Name from Applicants

**Job Title\***

**Location Type\***

**US Work Auth Requirement\***

**Type of Job**

**Industry \***

**Job Function \***

# How to Post a Job in 12Twenty


- For the “Application Method,” set **Yes to Apply via This Site.**
- Define your “Job Description”

## Application Method(s)\*


*Which application method(s) would you like to require? At least one application method must be selected as "Yes".*

Apply via This Site\*


Yes  No

Apply via External Website 

Yes  No

Apply via Email 

Yes  No

Apply via Fax 

Yes  No

Apply via Postal Mail 

Yes  No

## Job Description\*



# How to Post a Job in 12Twenty

- Define your “Application Document Requirements.”

**Application Document Requirements**

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?
Resume	Resume	<input checked="" type="checkbox"/>
Cover Letter	Cover Letter	<input type="checkbox"/> ✘
Transcript	Unofficial Law School Tr	<input type="checkbox"/> ✘
Writing Sample	Writing Sample	<input type="checkbox"/> ✘
Recommendation Letter	Recommendation Letter	<input type="checkbox"/> ✘
Transcript	Other Transcript (non-la	<input type="checkbox"/> ✘
Other	References	<input type="checkbox"/> ✘
Other	Other	<input type="checkbox"/> ✘

[+ Add Additional Document Type](#)

# How to Post a Job in 12Twenty

- Once you “Submit” the job posting, it will be sent to our administrative team for review and approval.
- Once your posting is approved, you will be notified via email and the job will be promoted to qualified candidates.

**PRESTIGIOUS UNIVERSITY**

- Home
- OCI and Job Listings**
- Events
- Candidates
- Help & Support >
- Orders

**Account Manager**

**5 Lights** **Z Lights**

Flexible/Negotiable

Job Analytics

3 months Apply by: 04/08/2021, 5:00am PDT

**Job Posting - Application Open**

**Job Posting** Applicants (4)

**Job Posting Status:** Application Open. Any edits will require submission for approval.

test

Action ▾

**Job Posting Actions**

- Duplicate
- Shareable Links ⓘ
- Copy Student URL

Edit

# Hiring F-1 visa/eligible to work international students

- There are approximately 85 eligible-to-work International Students in the program.
- REAL works with Emory's HR and ISSS to verify work eligibility.
- REAL reminds awardees of any additional paperwork.
- No longer necessary to have CPT authorization for REAL placement



**REGISTRATION**

# REGISTRATION – External to RSPH

Please fill out this form to receive access to Salesforce

<https://rsphemory.tfaforms.net/33>

Feel free to scan the QR code below to access the form



Save my progress and resume later | [Resume a previously saved form](#)

Personal Information

Salutation	<input type="text" value="Please select..."/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Preferred Name	<input type="text"/>

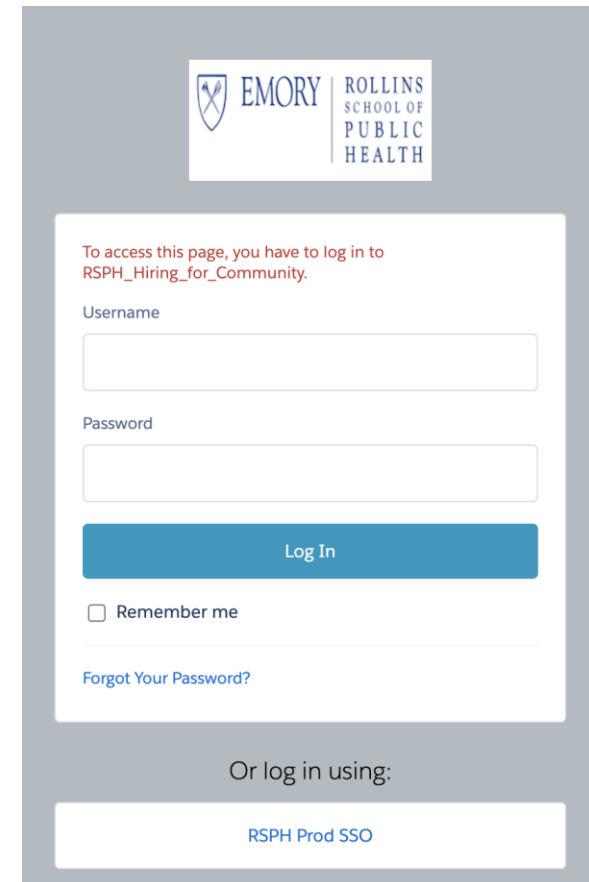


# INITIATING A HIRE

# LOGGING IN

Use the link below to log into Salesforce:  
<http://rsph.force.com/RSPHHC>

\*Make sure 'RSPHHC' is capitalized  
(website is case-sensitive)



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To access this page, you have to log in to RSPH\_Hiring\_for\_Community.

Username

Password

Log In

Remember me

[Forgot Your Password?](#)

Or log in using:

RSPH Prod SSO

# HOMEPAGE

## Supervising Student List

Affiliation Key	Contact	Program Supervisor	Approval Stage
AF-022388	One student per row	Supervisor's name (i.e., your name)	Hired
AF-022389			Hired
AF-022455			Hired
AF-022456			Hired
AF-022462			Hired

[View All](#)

## My Students - Kronos Timekeeping Summary - Rollins Earn and Learn (REAL) Program

7 items

FULL_NAME	Academic Year	Balance Hours	Hours Count
One student per row	2021-2022	26.25	373.75
	2021-2022	64.25	335.75
	2021-2022	-92.25	492.25
	2021-2022	65.25	334.75
	2021-2022	8	392
	2021-2022	189	211
	2021-2022	108.75	291.25

# STEP 1 – CLICK ‘HIRE A STUDENT’

\*CDC and GDPH: Please note additional training specific to your organization is required

Home **Hire A Student** My Information 12Twenty Kronos Help

Search...

Supervisor Name  
(i.e., your name)

This form should be completed for students that have received a REAL award and are working for an External employee partner

\* Student

Search Contacts...

\* Supervisor

Search Contacts...

Semester(s) Student Will Work

- Spring  
 Fall  
 Fall/Spring

\* Finance Contact Name

\* Finance Contact Email

you@example.com

\* Organization

Search Accounts...

Secondary Email Contact

you@example.com

\* Start Date

\* Average Hours Per Week

NOTE: Students and supervisors must wait to receive a confirmation email from RSPH Human Resources with the KRONOS timekeeping system ID number. Upon receiving this e-mail, students are permitted to begin working on the date indicated in the message. Students may not begin working until that date as this is a State and Federal compliance issue.

Next

# STEP 2 – ADD EMPLOYMENT INFORMATION

[Home](#) [Hire A Student](#) [My Information](#) [12Twenty](#) [Kronos](#) [Help](#)

Search...

Supervisor Name  
(i.e., your name)

This form should be completed for students that have received a REAL award and are working on Emory's campus or an Emory Affiliated site.

Student Data: [REDACTED]

Net ID: [REDACTED]

Hiring Supervisor: [REDACTED]  
Net ID:

Semester(s) Student Will Work: Spring  
Average Hours Per Week: 10

Job Code : 9911  
Pay Rates: 15

All REAL positions are paid at \$15.00/hour and REAL student employees generally work 10 hours/week not to exceed 20 (except during school breaks). A half hour unpaid meal break is deducted once a student works 6.5 consecutive hours.

SpeedType: XXXXXXXXXXXX  
Allocation for SpeedType: 100%

NOTE: Students and supervisors must wait to receive a confirmation email from RSPH Human Resources with the KRONOS timekeeping system ID number. Upon receiving this e-mail, students are permitted to begin working on the date indicated in the message. Students may not begin working until that date as this is a State and Federal compliance issue.

Hiring School / Department: Georgia Bureau of Investigation (GBI)

Finance Contact Name: Finance Contact Name

Finance Contact Email: Finance@email.com

Secondary Email Contact: Test@email.com

Start Date: June 25, 2022

Termination Date: May 7, 2022

Lunch Hour: 0102

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# STEP 3 – HEALTH AND SAFETY COMPLIANCE QUESTIONS

Home [Hire A Student](#) My Information 12Twenty Kronos Help

Search

Supervisor Name (i.e., your name)

Hire Forms In Community

### Health and Safety Compliance questions

\* Does this position involve supervising other employees?  
 No  
 Yes

\* Will this person work for Emory Healthcare, the Schools of Medicine, Public Health, Nursing, Yerkes, or the Psychological, Counseling or Student Health Centers AND do research that involves studying people or using information that identifies them?  
 No  
 Yes

\* Does this position involve animal contact- Division of Animal Resources (DAR) or laboratory work with animals?  
 No  
 Yes

\* Does this position work in a laboratory?  
 No  
 Yes

\* Does this position involve working with patient information?  
 No  
 Yes

\* Does this position involve clinical patient contact?  
 No  
 Yes

\* Will this employee be performing work where respiratory protection will be required?  
 No  
 Yes

\* Will this employee be performing work where respiratory protection will be required?  
 No  
 Yes

\* Will this employee need unescorted access to an irradiator?  
 No  
 Yes

\* Does this position involve radioactive materials and/or radiation devices?  
 No  
 Yes

\* Does this position involve working with nonhuman primate (nhp), nhp tissue, body fluids, or equipment contaminated by nhp?  
 No  
 Yes

\* Does this position involve work with animals deliberately given infectious agents and/or work above biosafety level 1?  
 No  
 Yes

\* Does this position involve working with patient information?  
 No  
 Yes

\* Does this position work in a laboratory?  
 No  
 Yes

\* Does this position involve shipping infectious agents or biological materials?  
 No  
 Yes

\* Does this position involve potential exposure to hazardous chemicals but work outside the laboratory?  
 No  
 Yes

\* Does this position involve potential exposure to hazardous chemicals but work outside the laboratory?  
 No  
 Yes

NOTE: Students and supervisors must wait to receive a confirmation email from RSPH Human Resources with the KRONOS timekeeping system ID number. Upon receiving this e-mail, students are permitted to begin working on the date indicated in the message. Students may not begin working until that date as this is a State and Federal compliance issue.

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# STEP 4 – MUST SELECT FINISH

[Home](#) [Hire A Student](#) [My Information](#) [12Twenty](#) [Kronos](#) [Help](#)

Search...

Supervisor Name  
(i.e., your name)

Thank you! Please select "FINISH" to submit your student hire for approval.

**NOTE:** Students and supervisors must wait to receive a confirmation email from RSPH Human Resources with the KRONOS timekeeping system ID number. Upon receiving this e-mail, students are permitted to begin working on the date indicated in the message. Students may not begin working until that date as this is a State and Federal compliance issue.

Finish



# DASHBOARD EXPERIENCE AFTER HIRING SUTDENTS

Home Hire A Student My Information 12Twenty Kronos Help

Search

Supervisor Name (i.e., your name)

### Supervising Student List

Affiliation Key	Contact	Program Supervisor	Approval Stage
AF-022388	One student per row	Supervisor's name (i.e., your name)	Hired
AF-022389			Hired
AF-022455			Hired
AF-022456			Hired
AF-022462			Hired

View All

### My Students - Kronos Timekeeping Summary - Rollins Earn and Learn (REAL) Program

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FULL_NAME	Academic Year	Balance Hours	Hours Count
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	2021-2022	-92.25	492.25
	2021-2022	65.25	334.75
	2021-2022	8	392
	2021-2022	189	211
	2021-2022	108.75	291.25

# OBTAIN MORE DETAILS ABOUT HIRED STUDENTS

If you have more than 5 students

Affiliation Key	Contact	Program Supervisor	Approval Stage
AF-022388	One student per row	Supervisor's name (i.e., your name)	Hired
AF-022389			Hired
AF-022455			Hired
AF-022456			Hired
AF-022462			Hired

[View All](#)

# VIEW PROGRESS OF ONE STUDENT'S HIRING PROCESS

The screenshot displays a web interface for tracking a student's hiring process. At the top, the affiliation key is 'AF-022488'. A progress bar shows the current stage as 'Pending Approval', with other stages including 'REAL Approved', 'RAS Approved', 'Finance Approved', 'HR Approved', and 'Hired'. A button 'Mark Approval Stage as Complete' is visible.

The 'Details' section is divided into 'Affiliation Information' and 'Speed Type Information'. The 'Affiliation Information' table includes:

Organization	SPH: Academic Admin	Contact	[Redacted]
Role	Student	Status	Current
Affiliation Type	University Department	Primary	<input type="checkbox"/>
Start Date	6/25/2022	Term Reason Code	
End Date	5/7/2022	PeopleSoft Reason Code	
Secondary Email Contact			

The 'Speed Type Information' table includes:

Speedtype1	[Redacted]	% Allocation for Speedtype 1	50.00%
Speedtype 1 Fund Group Id	[Redacted]	% Allocation for Speedtype 2	50.00%
Speedtype2	[Redacted]	% Allocation for Speedtype 3	0.00%
Speedtype 2 Fund Group Id	[Redacted]	% Allocation for Speedtype 4	0.00%
Speedtype3			
Speedtype 3 Fund Group Id			
Speedtype4			
Speedtype 4 Fund Group Id			

On the right side, there are sections for 'Approval History (0)', 'Notes (0)', and 'Files (0)'. Below these is an 'Affiliation History (1)' section with the following details:

Date:	6/24/2022, 10:57 AM
Field:	Created.
User:	Internal REAL Partner
Original Value:	
New Value:	

Click on the affiliation key on one student to view their progress with the hiring process



**CHANGE SUPERVISOR**

# Change Supervisor

Affiliation AF-022469

Contact: Audia Caroline Bass | Organization: Georgia Bureau of Investigation (GBI) | Primary:  | Status: Current | Role: Student

Follow | Printable View | Edit

Mark Approval Stages Complete

**Affiliation Information**

Organization: Georgia Bureau of Investigation (GBI)

Role: Student

Affiliation Type: Business Organization

Start Date: 4/30/2022

Secondary Email Contact:

Contact: [Redacted]

Status: Current

Primary:

End Date: 5/7/2022

Term Relation Code: --None--

PeopleSoft Reason Code: --None--

**Program Information**

Employment Type: REAL - External

Program: Student/Box

Job Code: 9921 - Grad Student Employee/DW

Monthly Amount: 0

Pay Rate: 15

Average Hours per Week: 15

Approval Stage: Hired

COE REAL Supervisor email:

Cancel Save

Go to the highlighted box and find new supervisor

- Student must be in the hired status to have the supervisor's name changed

Add a new supervisor into the system by completing the REAL Partner Interest Form

- <https://rsphemory.tfaforms.net/33>

# TRACKING HOURS

# TRACKING HOURS

- Students can work up to 400 hours/year
- After student has reached 400 hours, the employer will be billed at 100% of the time worked, including overtime and any University holiday.
- Ways to keep track of hours worked:
  - Meet with students on bi-weekly basis
  - *Salesforce Dashboard*
  - *Emory Timecard Adjustment System (ETAS)*
    - *Employers view timecards biweekly and approve time worked*

# VIEW STUDENT HOURS

Home Hire A Student My Information 12Twenty Kronos Help

Search

Supervisor Name (i.e., your name)

### Supervising Student List

Affiliation Key	Contact	Program Supervisor	Approval Stage
AF-022388	One student per row	Supervisor's name (i.e., your name)	Hired
AF-022389			Hired
AF-022455			Hired
AF-022456			Hired
AF-022462			Hired

View All

### My Students - Kronos Timekeeping Summary - Rollins Earn and Learn (REAL) Program

7 items

FULL_NAME	Academic Year	Balance Hours	Hours Count
One student per row	2021-2022	26.25	373.75
	2021-2022	64.25	335.75
	2021-2022	-92.25	492.25
	2021-2022	65.25	334.75
	2021-2022	8	392
	2021-2022	189	211
	2021-2022	108.75	291.25



# ETAS

- The Emory Timecard Adjustment System (ETAS) is an online application used by biweekly employees to submit timecard adjustments and request time off.
- ETAS for REAL students is monitored by Rollins School of Public Health HR
  - [rsphr@emory.edu](mailto:rsphr@emory.edu)

# TIMECARD APPROVAL PROCESS

Emory requires supervisors to review and approve all employee timecards after each pay period using the Timecard Adjustment System.

**The Timecard Adjustment System will prompt biweekly employees and their managers to certify the following:**

- Biweekly employees will be prompted to certify the accuracy of their clock times, adjustments, and lunch periods
- Managers will be prompted to certify that they have reviewed their biweekly employees' timecards for accuracy

# APPROVE TIMECARDS

1. Click **Approvals > Approve Timecards**. Timecards that require approval will be displayed for each employee by pay period.
2. Review the timecard totals for accuracy.
  - a. To view or edit an employee's timecard, click the View/Edit button.
  - b. Once a timecard has been approved, a blue Details banner will appear. Hover over the Details banner to view the approval details.

Period	Approval By	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard
6/21/2015 - 7/04/2015										<input type="button" value="View/Edit"/>
6/07/2015 - 6/20/2015		40.00					40.00	0.25	80.25	<input type="button" value="View/Edit"/>
6/21/2015 - 7/04/2015		<input checked="" type="button" value="Details"/> 65.00						1.25	66.25	<input type="button" value="View/Edit"/>

3. Turn on the check box next to the timecard(s) that you are ready to approve. To select all timecards shown on the page, click the Select All button.
4. Click **Approve Selected**. The approval certification statement will appear.

### Manager Approval

By clicking approve all, I certify that

The time cards accurately reflect the total hours worked by the employees/students for the pay periods selected. I understand that I may be subject to disciplinary action up to and including termination for knowingly approving inaccurate or false time cards.

# APPROVE TIMECARDS

5. Read the Timecard Approval Statement.
6. Click Approve All. The timecard details will be removed from the Timecard Approval list.
  - a. After you approve a timecard, the employee will receive an email notice regarding the timecard approval.
  - b. You cannot make any adjustments to a timecard unless you remove your approval (see Remove Timecard Approval instructions).
  - c. Only the departmental timekeeper may adjust employee timecards after a supervisor approval. If this occurs, you will receive an email notice regarding the change(s) and will be prompted to review and re-approve the timecard(s).



# **INVOICING EMPLOYEE PARTNERS**

# INVOICING EMPLOYEE PARTNERS

- ▶ Invoiced by Emory University Accounts Receivable are available twice per year. Uploaded to Salesforce
- ▶ Invoices will denote the employer portion due of the gross student pay for the semester.
- ▶ Payment is due upon receipt and will be considered current within 30 days of the invoicing.
- ▶ Responsible for overtime/holiday pay

# To access your invoice in Salesforce

- ▶ Login to Salesforce:  
<https://rsph.force.com/RSPHHC/s/>
- ▶ Select the Affiliation Key for the Student “Contact”
- ▶ On the right side under “Files”, you will see the invoice associated with the student
- ▶ Select the file to view or download
- ▶ Take the necessary steps to process this invoice for your organization

# Change Billing Address

Step 1: Select 'My Profile'

The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with links for Home, Hire A Student, My Information, 12Twenty, Kronos, and Help. A search bar is located on the right side of the navigation bar. In the top right corner, there is a user profile dropdown menu with the text "Supervisor Name (i.e., your name)" and a list of options: Home, My Profile (highlighted with a red box), My Account, and Logout. Below the navigation bar, there is a table titled "Supervising Student List". The table has four columns: Affiliation Key, Contact, Program Supervisor, and Approval Stage. The Contact and Program Supervisor columns contain black redaction boxes. The Approval Stage column lists "Pending Approval" for the first row and "Hired" for the subsequent rows.

Affiliation Key	Contact	Program Supervisor	Approval Stage
AF-022487	[Redacted]	[Redacted]	Pending Approval
AF-022489	[Redacted]	[Redacted]	Hired
AF-022488	[Redacted]	[Redacted]	Hired
AF-022483	[Redacted]	[Redacted]	Hired
AF-022482	[Redacted]	[Redacted]	Hired



# Change Billing Address

## Step 2: Select 'Edit'

[Home](#) [Hire A Student](#) [My Information](#) [12Twenty](#) [Kronos](#) [Help](#)

Search...

Supervisor Name  
(i.e., your name)

Profile

Settings & Preferences

Supervisor Name (i.e., your name)

Customer

Edit

Name

Title

Supervisor Name (i.e., your name)

Manager

Company Name

Email

Phone

Supervisor Email (i.e., your email)

Supervisor Phone (i.e., your phone)

Mobile

Address

1234567 Main Street  
Atlanta, Georgia 30322  
United States

About Me

# Change Billing Address

Step 3: Enter new address and select 'Save'

Edit User

About

\* Name

First Name  
Supervisor Name (i.e., your name)

Middle Name

\* Last Name  
Supervisor Name (i.e., your name)

Suffix

Manager

Title

Company Name

Contact

\* Email  
Supervisor Email (i.e., your email)

Mobile

Phone  
Supervisor Phone (i.e., your phone)

Address  
Search Address

Street  
1234567 Main Street

City  
Atlanta

State/Province  
Georgia

Zip/Postal Code  
30322

Country  
United States

Background

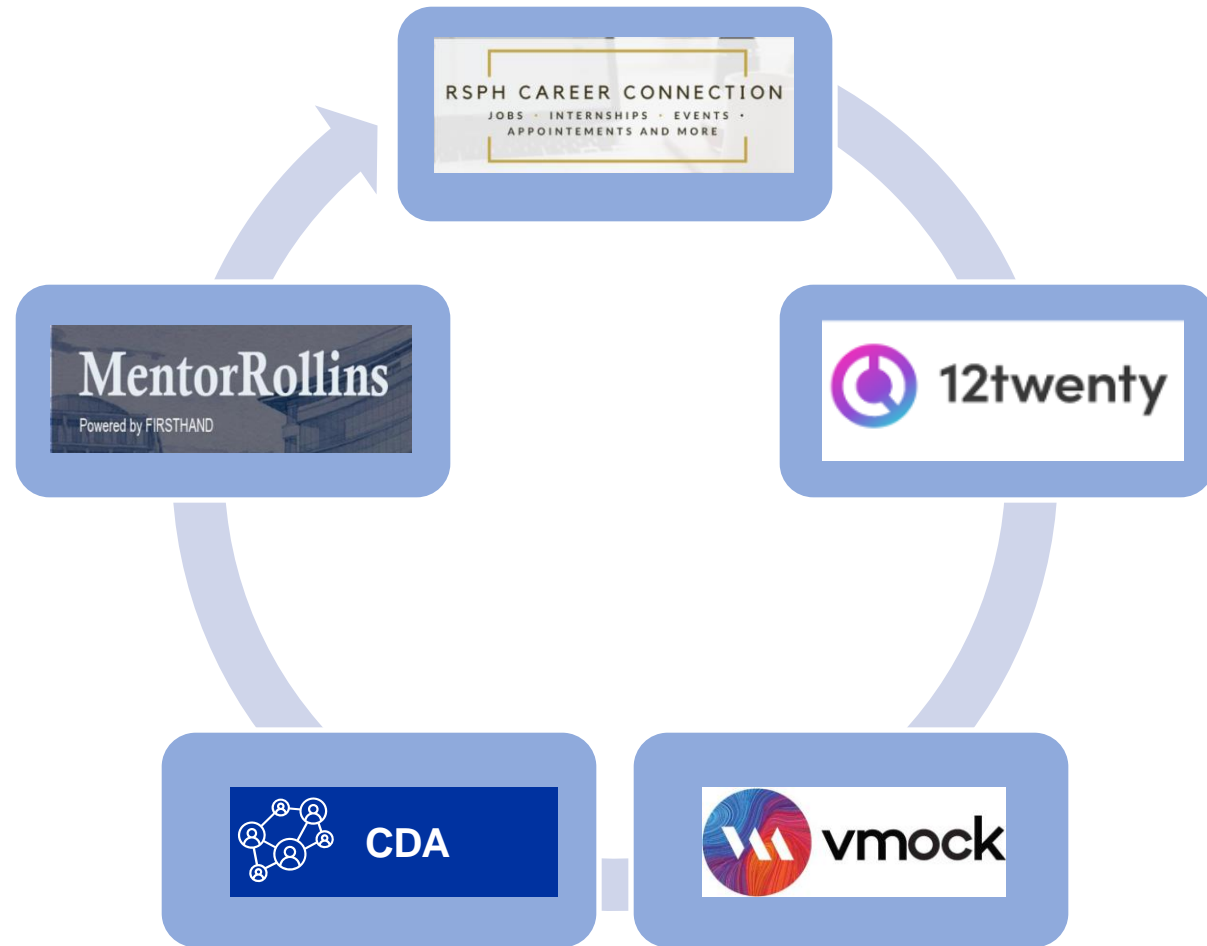
About Me

Cancel Save



# OFFICE OF CAREER DEVELOPMENT

# How The Office of Career Development prepares our students



# REFERRALS

**We are always recruiting employer partners!**

- Please refer your public health friends and colleagues to REAL!

# THANK YOU

**We appreciate your partnership!**

# Q & A

If you have any questions, feel  
free to email [real@emory.edu](mailto:real@emory.edu)