

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	<p>A REAL position includes aspects of the MPH/MSPH foundational competencies and operates on an academic timeline (see here for an example of a REAL job description). We highly recommend employers and students complete the Student Work Plan Document to assist both parties in reaching professional development goals based on the foundational competencies.</p>
Important Dates for REAL	<p>Check out the REAL Program calendar for important dates, including holidays, soft deadlines for securing a job each semester, dates employers can start posting jobs, etc.</p>
Become a REAL Partner	<p>There are 5 main steps to get real with Rollins Earn and Learn (REAL). Potential partners can fill out the REAL Partner Interest Form. Our website is also a great resource to learn more about REAL partnerships.</p>
REAL Student Hiring System	<p>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:</p> <ul style="list-style-type: none"> • Students + External Partners • Internal Partners
Utilize Emory HR Resources	<p>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.</p> <p>For questions relating to Human Resources and the KRONOS timekeeping system, please contact rsphhrhelp@emory.edu. Tax, W-2, and direct deposit questions can be directed to Emory Payroll office.</p>
REAL Program Guidebook (Rights and Responsibilities)	<p>It is important for student employees and employers to review their rights and responsibilities in the REAL Program Guidebook. We also provide information on topics including terminations, grievances, changing REAL jobs, and more.</p>

REAL Frequently Asked Questions (FAQs)

1

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.

2

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.

3

ARE INTERNATIONAL STUDENTS EMORY EMPLOYEES?

Yes. An international student with a REAL award is considered an Emory employee, and does not need employee sponsorship.

4

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 12Twenty](#). Keep track of these dates and more on the [REAL Program Calendar](#).

5

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. Tax, W-2, and direct deposit questions can be directed to the Emory Payroll office.

6

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.

7

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.

8

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.