REAL EXTERNAL EMPLOYER TRAINING
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

<table>
<thead>
<tr>
<th>Year</th>
<th>Students Awarded</th>
<th>Partner Organizations</th>
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<tr>
<td>2009</td>
<td>91</td>
<td>7</td>
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<tr>
<td>2010</td>
<td>357</td>
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<td>2013</td>
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<td>136</td>
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<tr>
<td>2014</td>
<td>527</td>
<td>50</td>
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<tr>
<td>2015</td>
<td>582</td>
<td>37</td>
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</table>

- **2009**: In its first year, each REAL program awardee received $4,000.
- **2010**: After a successful launch year, the program more than doubles the awards to first-year Rollins students.
- **2011**: The first international student receives a REAL program award!
- **2012**: 411 students awarded, 35 partner organizations.
- **2013**: 10 inaugural REAL program awardees launch their public health careers and secure full-time employment at the CDC post-graduation!
- **2014**: 459 students awarded, 37 partner organizations.
- **2015**: 527 students awarded, 50+ partner organizations.

- **2016**: Annual award increases to $5,000 per student to support the growing financial needs of the student body.
- **2017**: 571 students awarded, 119 partner organizations.
- **2018**: 615 students awarded, 110 partner organizations.
- **2019**: 561 students awarded, 136 partner organizations.
- **2020**: REAL’s positive impact and reputation continues to grow the program, and has attracted 150+ partner organizations.

- **Total Number of Students Awarded**: 5,328
- **Total Awarded**: $22,440,000
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
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
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 or 404-712-0687 so that this form can be updated in the student’s file.

<table>
<thead>
<tr>
<th>1. Student Information</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>RSPH Degree (circle): MPH MSPH</td>
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<tr>
<td>Email:</td>
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<tr>
<td>Address:</td>
</tr>
<tr>
<td>Emergency Contact Name:</td>
</tr>
<tr>
<td>Relationship:</td>
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</table>
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
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 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.

*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.
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.
How to Post a Job in 12Twenty

- Complete the form with all the required information about your job opening.
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.”
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.
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
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)
### Supervising Student List

<table>
<thead>
<tr>
<th>Affiliation Key</th>
<th>Contact</th>
<th>Program Supervisor</th>
<th>Approval/Stage</th>
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View All

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

<table>
<thead>
<tr>
<th>FULL_NAME</th>
<th>Academic Year</th>
<th>Balance Hours</th>
<th>Hours Count</th>
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</thead>
<tbody>
<tr>
<td>One student per row</td>
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</tr>
</tbody>
</table>

| 2021-2022 | 26.21 | 373.75 |
| 2021-2022 | 64.25 | 335.75 |
| 2021-2022 | 92.25 | 492.25 |
| 2021-2022 | 65.21 | 334.75 |
| 2021-2022 | 8.00  | 392.00  |
| 2021-2022 | 189.00 | 211.00  |
| 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
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.

Net ID: [redacted]

Hiring Supervisor: [redacted]

Semester(s) Worked: 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: XXXXXXXXXX
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.
STEP 3 – HEALTH AND SAFETY COMPLIANCE QUESTIONS

Health and Safety Compliance questions

*Does the position involve exposing other employees?*
  - Yes
  - No

*Does the position involve working with animals or animal waste?*
  - Yes
  - No

*Does this position involve working in a laboratory?*
  - Yes
  - No

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

*Does this position involve working with controlled substances?*
  - Yes
  - No

*Does this position involve working with hazardous chemicals?*
  - Yes
  - No

*Does this position involve working with infectious agents or biological materials?*
  - Yes
  - No

*Does this position involve potential exposure to hazardous materials?*
  - Yes
  - No

*Does this position involve potential exposure to infectious agents or biological materials?*
  - Yes
  - No

NOTE: Students and supervisors must wait to receive a confirmation email from ISP/HR Human Resources with the ARRECS/Timekeeping system ID number. Upon receiving this email, students are permitted to begin working on the date indicated in the message. Students may not begin working until that date as it is a legal and procedural compliance issue.
STEP 4 – MUST SELECT FINISH

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.
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<tr>
<th>SUPERVISOR'S NAME</th>
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</tr>
</tbody>
</table>
OBTAIN MORE DETAILS ABOUT HIRED STUDENTS

If you have more than 5 students

One student per row

Supervisor’s name (i.e., your name)
VIEW PROGRESS OF ONE STUDENT’S HIRING PROCESS

Click on the affiliation key on one student to view their progress with the hiring process.
CHANGE SUPERVISOR
Change Supervisor

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](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
### Supervising Student List

<table>
<thead>
<tr>
<th>Affiliation Key</th>
<th>Program Supervisor</th>
<th>Approval Stage</th>
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<td>AF-0225840</td>
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### My Students - Krosos Timekeeping Summary - Rollins Early and Learn (REAL) Program

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<tr>
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<tr>
<td></td>
<td>2021-2022</td>
<td>210.75</td>
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</tr>
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</table>
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
- rsphhr@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
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.

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.
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’
Change Billing Address

Step 2: Select ‘Edit'
Change Billing Address

Step 3: Enter new address and select ‘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