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!!!!

10 YEARS OF REAL

The Rollins School of Public Health's signature program, Rollins Earn and Learn (REAL), offers full-time MPH and MSPH students with work opportunities in the public health arena that allow them to earn while they learn. Students develop professional goals, meet public health competencies, and complement their classroom training with invaluable work experiences in the ield. REAL is a cost-sharing program in which the school and partner agencies and organizations split the cost of employing students up to 200 hours per semester @ $15.00 per hour, allowing students to earn up to $3,500 per semester ($6,000 per year).

Over its 10-year history, REAL partners have included 150 federal, state, and county agencies, as well as nonprofit and for-profit organizations in Atlanta and throughout the United States. These integral experiences often fulfill applied practice experience (or practicum) requirements, lead to thesis opportunities, and provide an enriching experience for both partners and students. The mentorship and skills students receive during their REAL employment enables them to thrive in their degree programs and establish strong partnerships in the field that often lead to fulfilling careers and friendships after graduation.

REAL got its start in 2009 when work-study funding for graduate students was eliminated. Rollins' Dean, James W. Curran, recognized the importance of helping students fund their education while gaining applied public health experience with vetted community partners and to make it available to at least half of the student body. The framework for the program was built out of existing partnerships with University affiliates, and national and international agencies enabling unique opportunities for students to engage in hands-on research, mentoring, and public health practice.

Goals for the next decade of REAL include expanding cost-sharing opportunities to global partners outside the United States through international remote work arrangements and amplifying the impact of the REAL award by making it available to every Rollins student.

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 Canvas page

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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 $3,000 per semester 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, including all those involved in administering the program.

TOPIC	RESOURCE
Aspects of a REAL job	A REAL position includes aspects of the MPH/MSPH foundational competencies and includes a semesters worth of work (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.
Important dates for REAL	Check out the REAL calendar for important dates, including soft deadlines for securing a job each semester.
Become a REAL partner	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.
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: • Students + External Partners: Link • Internal Partners: Link
Role of HR for REAL	Human Resources is an important part of the REAL program. They are in charge of the timekeeping system as well as taxes, W-2, and Direct Deposit. Here are some helpful documents from Human Resources to help student employees with Clocking Instructions (under "Time and Attendance"), Employee Timecard Approval, Emory Timecard Adjustment System, and Payroll Questions. 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: **404-727-6100**.
Rights and Responsibilities	It is important for student employees and employers to review their rights and responsibilities in the REAL program on our website. We also provide information on topics, including terminations, grievances, changing REAL jobs, and more.

REAL FAQs

QUESTION	ANSWER
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. Furthermore, 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 Rollins Earn and Learn students is $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 soft deadlines to secure a REAL job for each semester?	The soft deadline for Fall Semester is October 31. The soft deadline for Spring Semester is March 3. 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.
How do students get paid and keep track of their hours?	Both paychecks and timekeeping fall under Human Resources. Look at this FAQ payroll document 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 Emory Payroll: **404-727-6100**.
What are the recommended hours to work in a REAL position?	Under no circumstance may a student work more than 40 hours per week. The recommended number of hours per week is 10 hours, with the academic year is defined as September 1 through first week of May. See the orientation slides for a more detailed breakdown.
How are religious observances recognized for REAL students?	Consideration must be given to part-time student employees wishing to take leave for religious observances 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 2022-2023 PROGRAM CALENDAR

Fall 2022

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

September 1: First day to work

September 5: Labor Day (students are not allowed to work)

October 3: Earliest date a student may begin working at the CDC if they've received an authorization email from RSPH Human Resources - students may not begin working before that authorization.

October 10-11: 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 24-25: Thanksgiving break (students are not allowed to work)

Winter Break 2022

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 2023

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

January 16: Martin Luther King Jr. Day (students are not allowed to work)

February 20: Presidents' Day (CDC **closed -** students are not allowed to work)

March 3: Soft deadline for REAL students to secure a position if starting in spring semester

March 6- 10: Spring Break

May 6: Last day students may work during spring semester

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

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

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

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.

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:

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 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

Post a Job

Create a Non-OCI job posting to find the ideal candidate for your position

+ POST
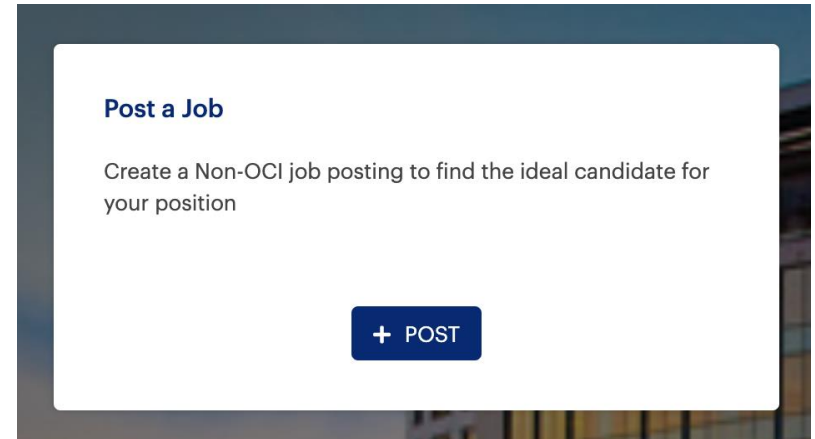
PRESTIGIOUS UNIVERSITY

My OCI and Job Listings ⓘ

+ Post a Job   + Register for OCI

All   OCI   Job Listings

Job Title, or Keyword 🔍

Job Status : All ▾   + Add Filter   ↺ Reset

⌂ Home
🏢 Company Profile
💼 OCI and Job Listings
📅 Events
👥 Candidates
📇 Resume Books

❓ Help & Support   ›
📄 Orders

|↓ Posting Date

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

James Jones   ♥ Save this search   ⌃ My Saved Searches

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)* ❷

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 ❷	◯ Yes ◯ No
Apply via Email ❷	◯ Yes ◯ No
Apply via Fax ❷	◯ Yes ◯ No
Apply via Postal Mail ❷	◯ Yes ◯ No

Job Description*

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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	✓	
Cover Letter ▼	Cover Letter	☐	✖
Transcript ▼	Unofficial Law School Tr:	☐	✖
Writing Sample ▼	Writing Sample	☐	✖
Recommendation Letter ▼	Recommendation Letter	☐	✖
Transcript ▼	Other Transcript (non-la	☐	✖
Other ▼	References	☐	✖
Other ▼	Other	☐	✖

✚ 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.

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
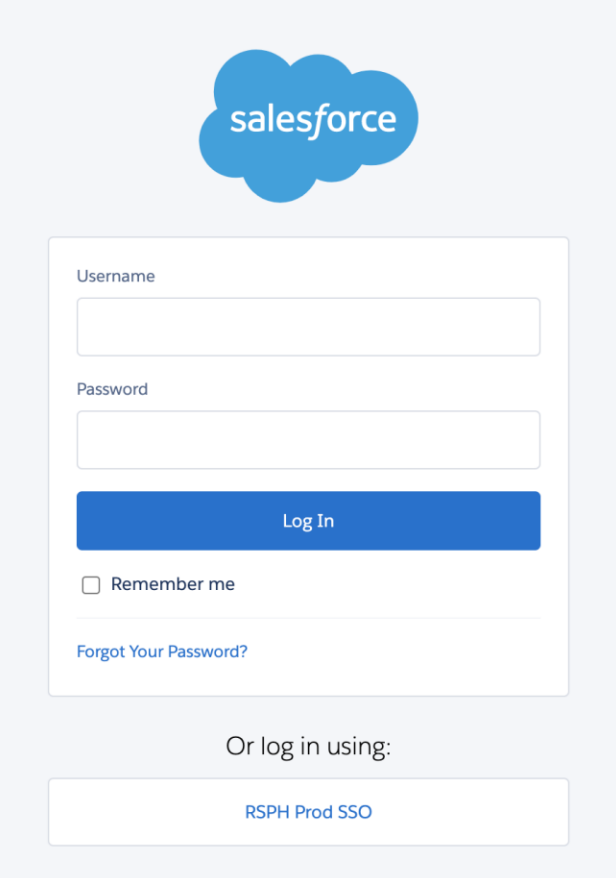
REGISTRATION – RSPH ONLY

Please email help@sph.emory.edu to hire a REAL student, starting in the Fall

http://rsph.my.salesforce.com

In your email, please specify:
- Subject: RSPH Hiring Access
- Body: I would like to request RSPH Hiring access so that _____(Please explain the purpose for access.)_____

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
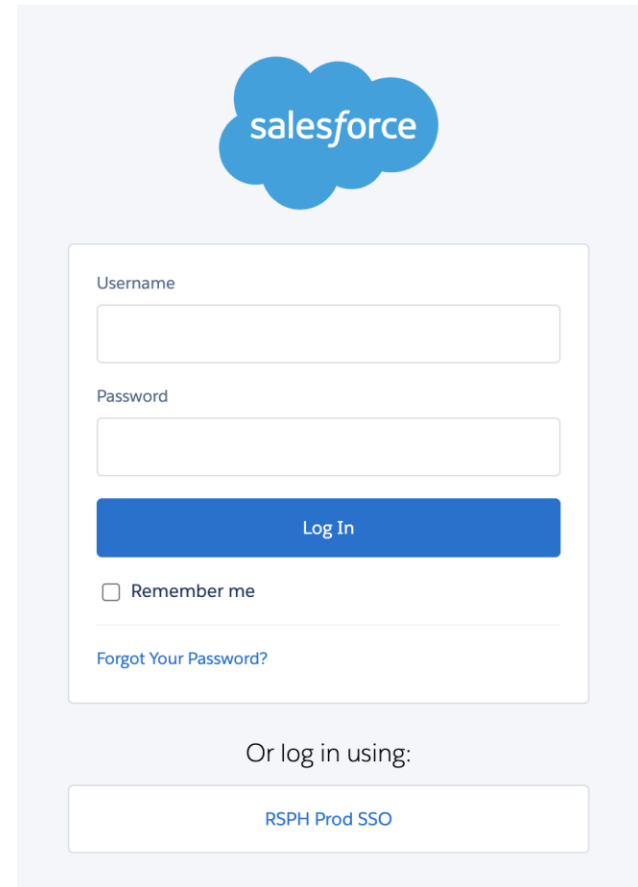
INITIATING A HIRE

LOGGING IN

If you have an emory.edu email address, log into:
http://rsph.my.salesforce.com

HOMEPAGE

- View timekeeping
- Refer future partners
- Keep track of what items need approval

STEP 1 – CLICK REAL INTERNAL STUDENT HIRE

STEP 2 – ADD EMPLOYMENT INFORMATION

STEP 3 – HEALTH AND SAFETY COMPLIANCE QUESTIONS

STEP 4 – MUST SELECT FINISH

∨ REAL Internal Student Hire

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.

NOTE - REAL program - <u>Internal partners</u>: The hiring department will be charged for 50% of the student's gross pay after each biweekly payroll run. RSPH will sponsor the student's salary at the rate of 50% until the student has earned a total of **$6,000** for the period **September 1 through May 8** (hours worked x gross pay). If the student continues to work beyond the **$6,000** total, the student must be hired into another job record with a new KRONOS ID and placed 100% on the hiring department payroll, and the hiring department will then assume 100% of the student's salary. <u>External partners</u>: Partner organizations will be invoiced two times per year for 50% of the student's hours worked, up to **$6,000** for the period **September 1, through May 8**, (hours worked x gross pay). If the student continues to work beyond the **$6,000** total, the organization will be invoiced at 100% for any excess hours. <u>All partners</u> - **Overtime pay and holiday pay** will be charged 100% to the hiring department or organization. Retroactive pay must be requested by RSPH Human Resources.

Finish

DASHBOARD EXPERIENCE AFTER HIRING SUTDENTS

OBTAIN MORE DETAILS ABOUT HIRED STUDENTS

Supervising Student List   More

> ⊞ **Supervising Student List**
> 3+ items, sorted by Created Date
> Filtered by Employment Type, Supervised by me

AF-022488

Contact:	Student Name
Program Supervisor:	Supervisor Name (i.e., your name)
Approval Stage:	Pending Approval
Employment Type:	REAL Internal
Created Date:	6/24/2022, 10:57 AM

AF-022478

Contact:	Student Name
Program Supervisor:	Supervisor Name (i.e., your name)
Approval Stage:	Hired
Employment Type:	REAL Internal
Created Date:	5/4/2022, 2:39 PM

AF-022477

Contact:	Student Name
Program Supervisor:	Supervisor Name (i.e., your name)
Approval Stage:	Hired
Employment Type:	REAL Internal
Created Date:	5/4/2022, 2:13 PM

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 & SPEEDTYPE

Change Supervisor

Go to the highlighted box and find new supervisor from drop down menu
- Supervisor may not appear in the dropdown because they do not have access to the system

Add a new supervisor into the system by completing the REAL Partner Interest Form
- https://rsphemory.tfaforms.net/33

Update Speedtype

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

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
  - 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

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										View/Edit
6/07/2015 - 6/20/2015		40.00					40.00	0.25	80.25	View/Edit
6/21/2015 - 7/04/2015	Details	65.00						1.25	66.25	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.

Cancel   Approve All

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.

▶ 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

OFFICE OF CAREER DEVELOPMENT

How The Office
of Career
Development
prepares our
students
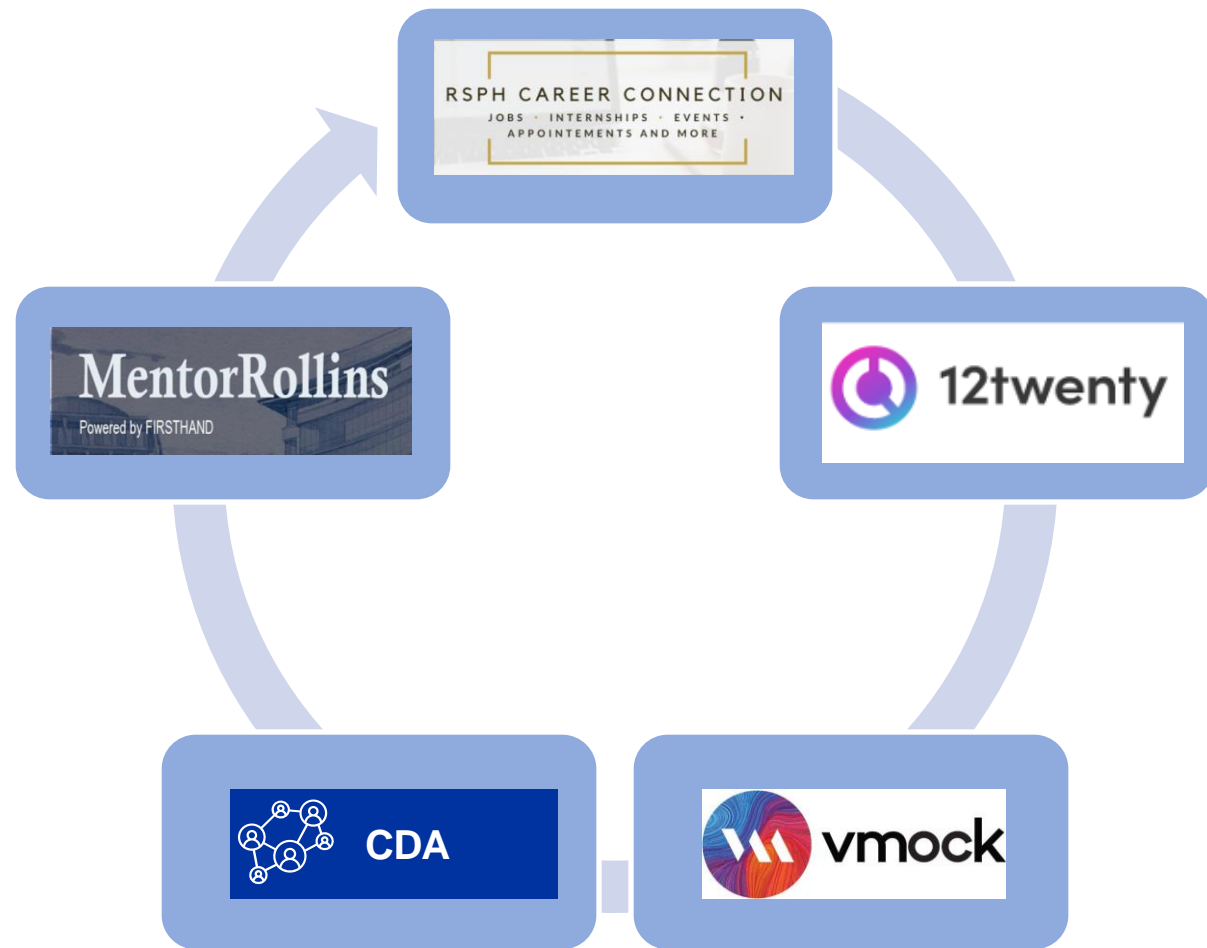
REFERRALS

We are always recruiting employer partners!

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

THANK YOU

Please look for an email with this presentation and an evaluation survey to complete

Q & A

If you have any questions, feel free to email real@emory.edu