REAL EXTERNAL EMPLOYER TRAINING
ROLLINS EARN AND LEARN
Agenda

- Welcome and introductions
- 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!!!!
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 field. 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 at $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
CHAPTER 1: THE ROLLINS SCHOOL OF PUBLIC HEALTH EARN AND LEARN PROGRAM
What Is Rollins Earn and Learn (REAL)?
Rollins Earn and Learn Administration
Student Qualifications for REAL
Types of Student Employment and Employment Opportunities
Public Health Competencies Guidelines for Job Development and Student Work Plans
Approved Off-Campus Partners
Approval Process for New External Partners
Memorandum of Understanding (MOU)
Travel Policy
Working Remotely
Securing A Rollins Earn and Learn
Student Work Plan Document

CHAPTER 2: AWARDS, WAGES, AND HOURS
Rollins Earn and Learn Awards
Rollins Earn and Learn Job Duration: Days and Hours Permitted
Pacing Rollins Earn and Learn Award Earnings
Recommend Hours Per Week Formula

CHAPTER 3: KRONOS TIMEKEEPING / TRACKING HOURS WORKED
The Kronos Timekeeping System, Email, and How Kronos Works
Employee Timecard Approval, Approve Timecards, and Remove Timecard Approval
Important Notes about Kronos and Related Policies
Students Paycheck Online, Payroll Schedule, and Award/Hours Tracking
Supervisor Timecard Approval, Approve Timecards, and Remove Timecard Approval

CHAPTER 4: STUDENT & EMPLOYER RIGHTS AND RESPONSIBILITIES
Student Employee and Employer Rights and Responsibilities
Professional Work Ethics, Working Remotely / Travel Policy
REAL Student Work Plan Documents
Student Performance Evaluations / Program Evaluations
Terminations / Termination for Job Abandonment or No-Shows
Voluntary and Involuntary Terminations
Grievances
Commitment to Equal Opportunity
Termination Upon Reaching / Exceeding the Semester Award / Earning Limit
Changing Rollins Earn and Learn Jobs
Benefits and Insurance
Changing Personnel at Partnering Organizations / Displacement of Regular Workers
REAL 2021-2022 PROGRAM CALENDAR

Fall 2021
August 2 - October 5: Employers may begin posting positions and student may begin applying
September 1: First day to work
September 6: Labor Day (students are not allowed to work)
October 4: 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 11: Indigenous Peoples’ Day (CDC closed- students are not allowed to work)
October 11-12: 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 25-26: Thanksgiving break (students are not allowed to work)

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 2022
January 3: New Year’s Day celebrated, Emory Holiday (students are not allowed to work)
January 17: Martin Luther King Jr. Day (students are not allowed to work)
February 21: Presidents’ Day (CDC closed- students are not allowed to work)
March 4: Soft deadline for REAL students to secure a position if starting in spring semester
March 07-11: Spring Break
May 9: 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
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
ONBOARDING YOUR REAL STUDENTS
LOGISTICS

- Location details
- Prohibited work times
- Work commute
- Required trainings before start date
Discuss the ebb and flow of the academic year with your student:
• Religious observances
• University breaks
• 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
EXTERNAL EMPLOYERS’ HIRING PROCESS
EXTERNAL EMPLOYER HIRE PAPERWORK

1. Memorandum of Understanding (MOU)
Outlines expectations and details our responsibility to each other and to the student(s).
The process varies by employee partner type (Internal- speedtype, External- invoice)

2. 12Twenty Posting

3. REAL External Hire Form accessed via the RSPH Student Hire system at
   https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1

4. Health and Safety Questionnaire accessed via the RSPH Student Hire system at
   https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1
REAL Award Summary
Financial Aid Year 2020

[Student Name]
EMPL ID: [OPUS ID]

You have been awarded Rollins Earn and Learn (REAL) for both Fall 2019 and Spring 2020, totaling [$ amount] for the year.

This letter serves as your formal verification of your REAL award. When applying for jobs in Handshake, please save this email as a PDF and upload as proof you have received REAL for the 2019-2020 academic year.

Detailed information about the REAL award can be found in the REAL handbook. 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

1. Sign into 12Twenty and from the homepage, click on “Post a Job”
How to Post a Job in 12Twenty

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

![Create Job Posting form in 12Twenty](image)
How to Post a Job in 12Twenty

- For the “Application Method,” set Yes to Apply via This Site.
- Define your “Job Description”
How to Post a Job in 12Twenty

- Define your “Application Document Requirements.”
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 student responsibilities in getting hired.
- No longer necessary to have CPT authorization for REAL placement
- They will be able to show proof of their REAL award.
REGISTRATION
REGISTRATION

Please register with the email address affiliated with the billing

https://apps.sph.emory.edu/RSPHStudentHire/?Registration

This process is not applicable for CDC hires. Please contact Marilyn James, oro8@cdc.gov
REGISTRATION

STEP 1

RSPH Student Hire Registration

Welcome to the RSPH Student Hire System. This Student Hire process cannot be used to hire non-Emory students.

Emory Healthcare and external partners, please use your email address as the username to log in. Emory University employees, please use your NetID as the username to log in.

First Name
Last Name

Please use your “Official Organization Email” and not a personal email.

Email Address
Phone Number

Organization
Organization web address

*Please include Upper case letter and digit. 8 character minimum.

Password
Retype Password

Reasons for Access?

Register for RSPH Student Hire
REGISTRATION
STEP 2
REGISTRATION STEP 3 (CONFIRMATION)

Thank you!
Your registration has been successfully submitted and is pending approval. You will receive an email once it is approved.

Return to Login  Exit
INITIATING A HIRE
LOGGING IN

https://apps.sph.emory.edu/RSPHStudentHire/

RSPH Student Hire Login

Application used to manage new student hires. This Student Hire process cannot be used to hire non-Emory students.

Emory Healthcare and external partners, please use your email address as the username to log in. Emory University employees, please use your NetID as the username to log in.

Login to RSPH Student Hire

Registration  Forgot Password
Click New Employment button to initiate a hire
STEP 1 - SELECTING A STUDENT

Student Information

Select a student to hire. All Emory students are pre-populated in the application.

1. To find the student you are hiring, you have the option to type their first name, last name.
2. After selecting a student, click the Save & Continue button.

*First Name: [First Name]  *Last Name: [Last Name]  *Emory Email Address: [Primary Email]  Primary Phone:

[Save]  [Cancel]  [Save & Continue]
STEP 2 - ADD HIRING INFORMATION
STEP 3 - PREVIEW IN A FORM VIEW

1. Clicking Submit, will take user to Health and Safety Questionnaire
2. Clicking Close will close the preview screen and take user back to tabs.
**STEP 4 - HEALTH AND SAFETY QUESTIONNAIRE**

![Health and Safety Questions Form](image_url)

<table>
<thead>
<tr>
<th>Health and Safety Questions YES or NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does this position involve supervising other employees?</td>
</tr>
<tr>
<td>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?</td>
</tr>
<tr>
<td>Does this position involve animal contact: Division of Animal Resources (DAR) or laboratory work with animals?</td>
</tr>
<tr>
<td>Does this position work in a laboratory?</td>
</tr>
<tr>
<td>Does this position involve work in a biosafety level 3 laboratory?</td>
</tr>
<tr>
<td>Does this position involve clinical patient contact?</td>
</tr>
</tbody>
</table>
Thank You! Your hire has been successfully submitted to the REAL Program for review.
For assistance with submitting hire forms, please contact REAL Manager, Lisa Parker at real@emory.edu.
HOURS TRACKING
HOURS TRACKING

- Students can work up to 370 hours per academic year
- After student has reached 370 hours, the employer will be billed at 100% of the time worked
- Ways to keep track of hours worked:
  - Meet with students on bi-weekly basis and use ETAS to track the student’s hours.
  - Emory Timecard Adjustment System (ETAS)
    - Employers view timecards biweekly and approve time worked
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

► 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.
How RSPH Career Connection 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