

# ROLLINS EARN AND LEARN

External Employer Training June 23rd, 2020

## Agenda

- Welcome and introductions
- Overview of the REAL program
- Benefits of REAL for Employers
- Public Health competencies and how best to utilize REAL students
- Pro-tips on crucial conversations to have as supervisors
- How to hire/re-hire
- 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 students 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!!!!

# Benefits of hiring REAL students

- Motivated and eager to learn
- Seeking real-world experience
- Bring fresh eyes to your work
- Building skills that you need

## 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

# WHAT ARE STUDENTS LEARNING?

# 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

# PUBLIC HEALTH COMPETENCIES

## 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 <a href="mailto:real@emory.edu">real@emory.edu</a> or 404-712-0687 so that this form can be updated in the student's file.

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

# PRO-TIPS

Be sure to specify your work location in the job posting:

\* Students are planning their commute times and class schedules down to the minute!

Students cannot work on holidays



Students cannot work over-time



If you have required trainings for students, this should be paid time

Discuss the ebb and flow of the academic year with your student:

- Do they want to work full time during fall break, end of December, early January?
- If they front-load hours during breaks, remember they might run out before the end of the term!
- What are your deal-breakers as far as timely notification of planned or acute absences?
- How flexible can you be?

### Set expectations early:

- Initial meeting with student
- Onboarding to office culture, policies, procedures, safety plans
- Use the student work-plan document
- Discuss how often and in what manner feedback will be provided
- Optional mid-year student performance evaluation and conversation
- Required end of year student performance evaluation (April) and conversation

We can help!

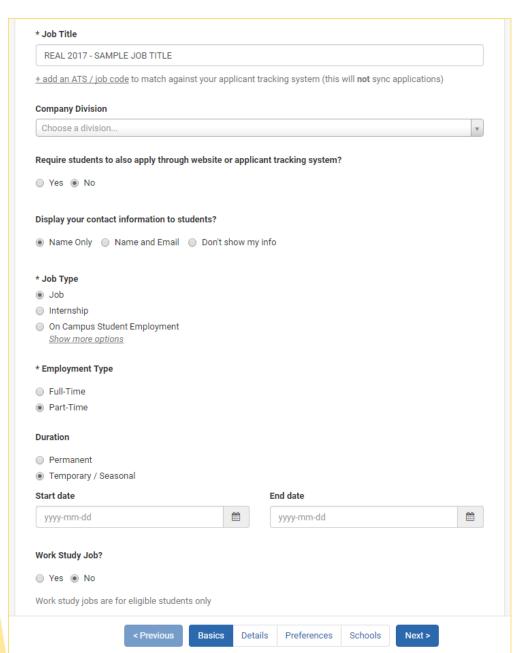
# EXTERNAL EMPLOYER HIRING PROCESS

# External Employer Hire Paperwork (Required)

- 1. Memorandum of Understanding (MOU)
  Outlines expectations and details our responsibility to each other and to the student(s).
- 2. Handshake Posting
- 3. REAL External Hire Form accessed via the RSPH Student Hire system at <a href="https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1">https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1</a>
- 4. Health and Safety Questionnaire accessed via the RSPH Student Hire system at
- https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1

# USING HANDSHAKE

### How to Post a Job in Handshake



#### NOTE:

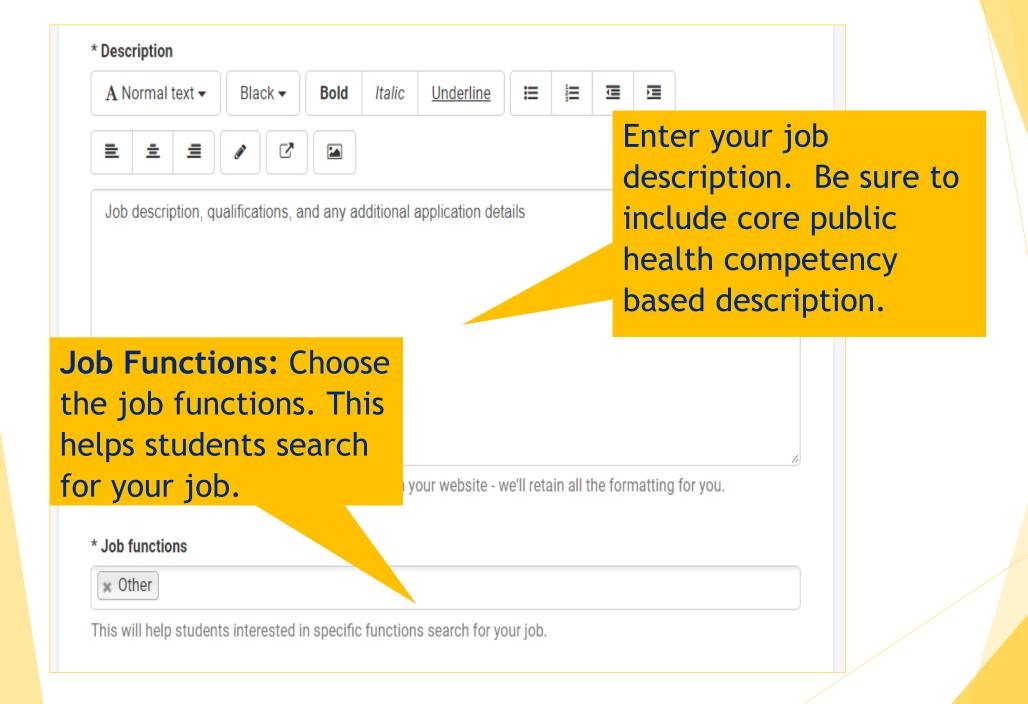
#### **Public Health Core Competency Domains**

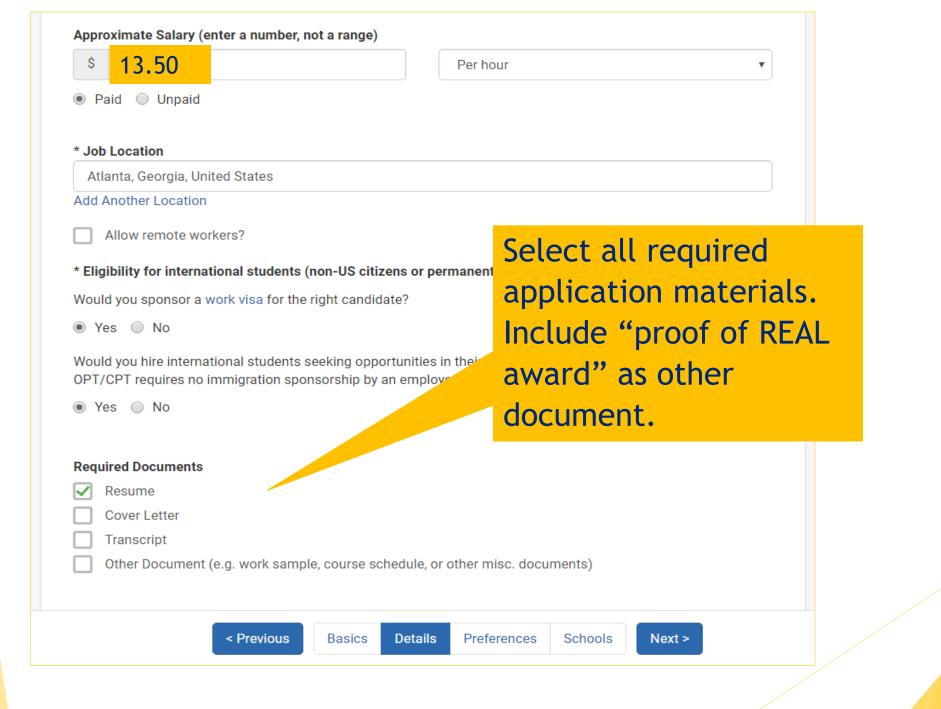
- Analytical/Assessment Skills
- · Policy Development/Program Planning Skills
- · Communication Skills
- · Cultural Competency Skills
- · Community Dimensions of Practice Skills
- Public Health Sciences Skills
- · Financial Planning and Management Skills
- Leadership and Systems Thinking Skills

Click <u>here</u> for a downloadable pdf file of the Core Competencies with examples of responsibilities for each competency and level of professional development.

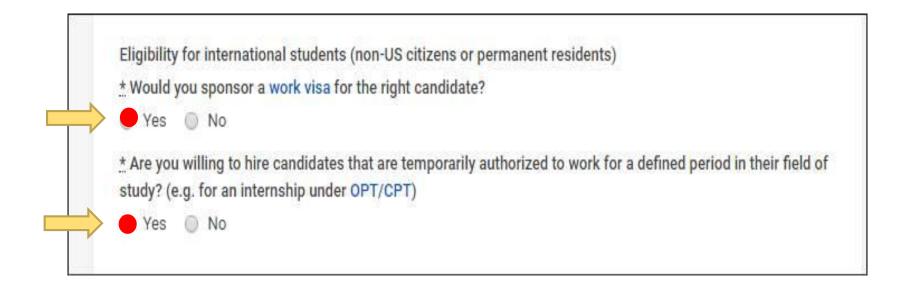
## REAL COVID-19 Adjustments

For the 20-21 academic year, the first line of the Handshake job descriptions must outline what percentage of the position is in person, remote, or hybrid.

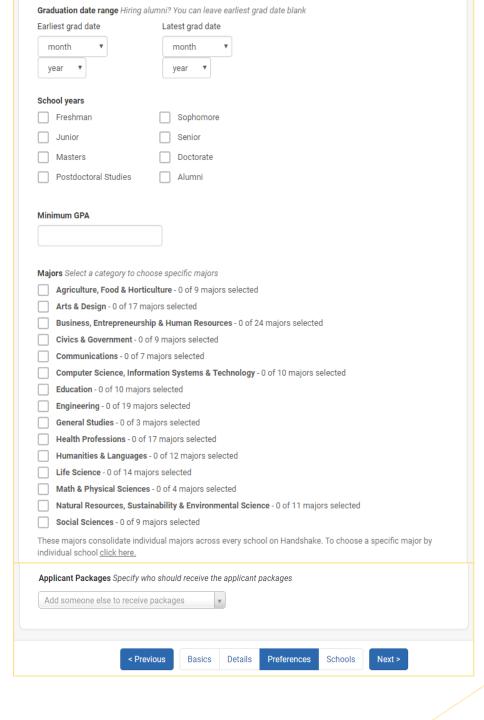




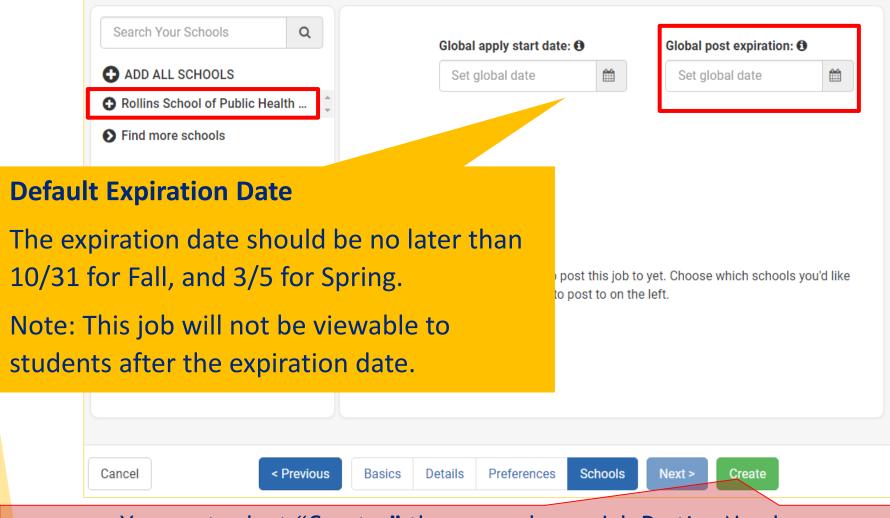
### **International Students**



Because international REAL awardees are Emory Employees, the appropriate answer for the following two questions on Handshake should default to "YES". This section (preferences) is **optional**.



This last page is where employers select RSPH and the job post closing date:



You must select "Create," then record your Job Posting Number.

The Job Posting Number must be entered on your Hire Forms (electronic and paper).

# REGISTRATION

## Registration

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

### **RSPH Student Hire Login**

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.

User Name/ NetID
Password

Login to RSPH Student Hire

Registration

Forgot Password

# Registration - Step 1

#### **RSPH Student Hire Registration**

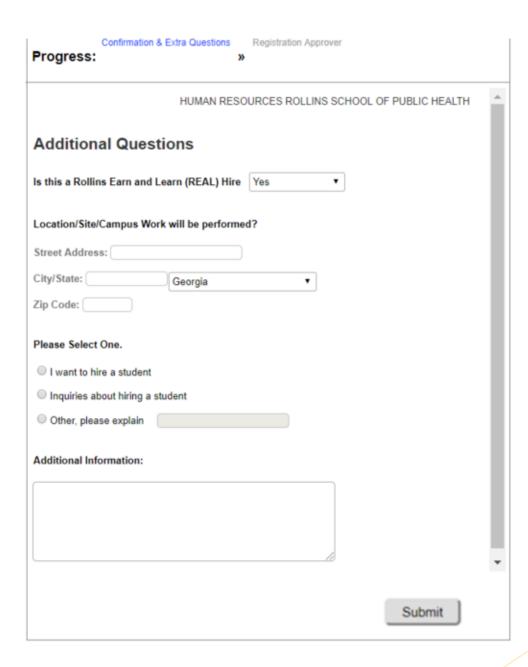
Welcome to the RSPH Student Hire System. This Student Hire process cannot be used to hire non-Emory students.

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 personal email.	Email" and not a
Email Address	
Phone Number	
Organization	
Organization web address	
Please include Upper caseletter and ninimum.	digit. 6 character
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 recieve an email once it is approved.

Return to Login

Exit

# INITIATING 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.

bugsbunny@health.org

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Login to RSPH Student Hire

Registration Forgot Password

#### **Dashboard**

#### **RSPH Student Hire**

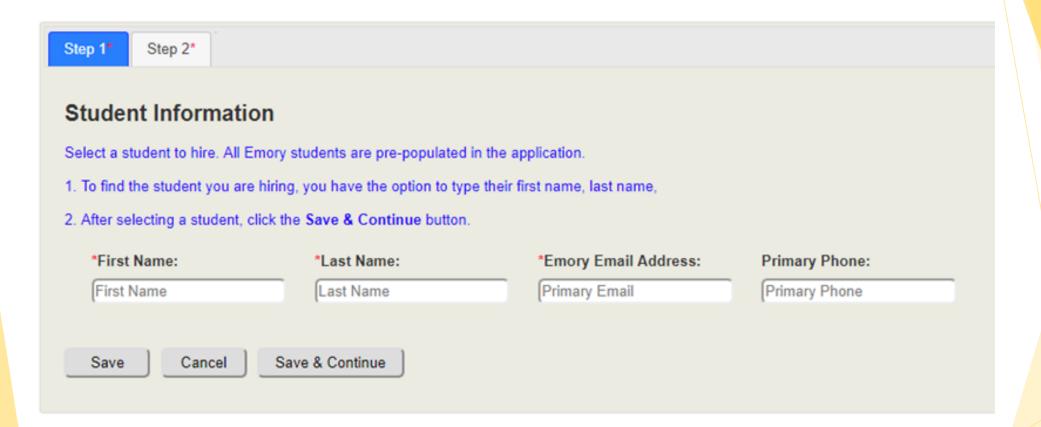
New Employment

Pending Em	ployment				Compl
			Search:		
Action	Student	Employer	Completion	Date Created 🔷	Action
		No data available	in table		
Showing 0 to 0 of 0	entries				Showing 0

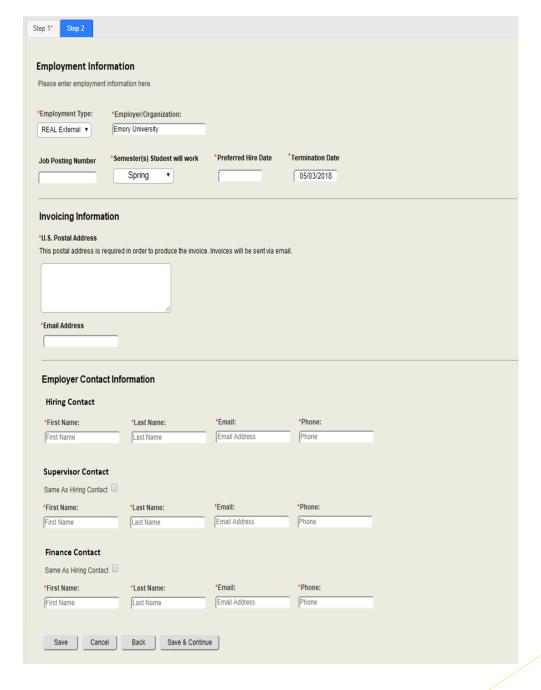


Click New Employment button to initiate a hire

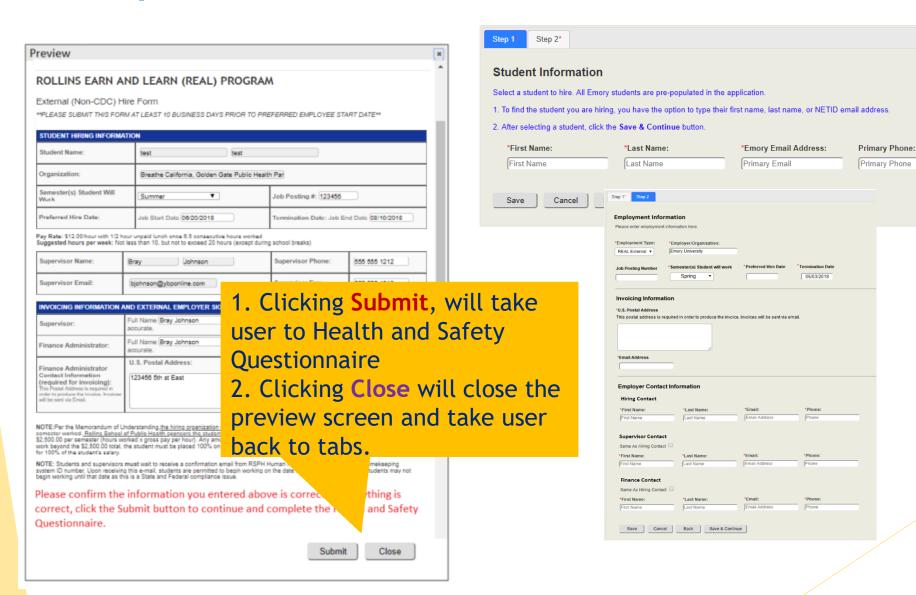
#### Step 1 - Selecting a Student



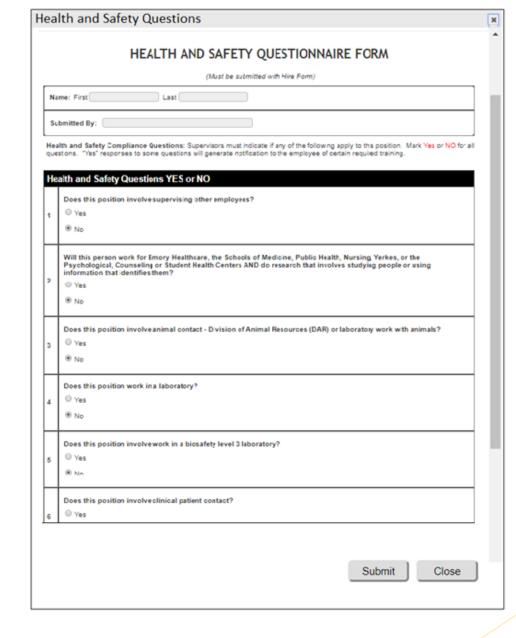
### Step 2 - Add Hiring Information



#### Step 3 - Preview in a form view



# Step 4 Health and Safety Questionnaire



#### Step 5 - Confirmation Page

Thank You! Your hire has been successfully submitted to the REAL Program for review.

Return to Dashboard

Exit

#### **Contacts**

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/semester
- 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

#### **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:

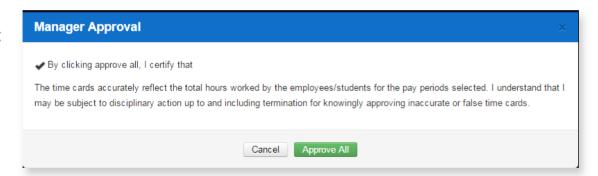
- Biweekly employees will be prompted to certify the accuracy of their clock times, adjustments, and lunch periods
- Managers will be prompted to certify that they have reviewed their biweekly employees' timecards for accuracy

#### **Approve Timecards**

- 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.



#### **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 EXTERNAL EMPLOYERS

#### Invoicing External Employers

- 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.

#### REFERRALS

#### Each One Tell One

- Please refer your public health friends and colleagues to REAL!
- We add employer partners each year
- CBOs, NGOs, private sector, consulting
- ► Take brochures with you to share

## REAL 2020-2021 PROGRAM CALENDAR

August 1 - October 5	Employers may begin posting positions and student may begin applying			
October 5	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 12	Columbus Day (CDC closed – students are not allowed to work)			
November 1 – March 5	Employers may post positions for Spring semester hires and students may begin applying			
November 11	Veteran's Day (CDC closed – students are not allowed to work)			
November 26 - 27	University Holiday (students not allowed to work)			
December 8-18	Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)			
December 18	Last day students may work during Fall semester			
December 20 - January 3	Winter Break (students are not allowed to work)			
January 4	Earliest start date for Spring semester			
January 4 – 12	Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)			
January 18	Martin Luther King Jr. Day (students not allowed to work)			
February 15	Presidents' Day (CDC closed – students are not allowed to work)			
March 5	Deadline for REAL students to secure a position starting in Spring			
<b>March 8 - 12</b>	Spring Break (students may work up to 40 hours/week with supervisor approval)			
April 26 - May 8	Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)			
May 8	Last day students may work during Spring semester			

# OFFICE OF CAREER DEVELOPMENT

#### How OCD prepares our students



Q&A