

**EMORY UNIVERSITY**

---

**HR Web Student Hire System, 2008-2009**

EMORY UNIVERSITY

# HR Web Student Hire Form

---

STUDENT HIRE ONLINE FORM INSTRUCTIONS

Summer 2008



## Introduction

The HR Web Student Hire system enables authorized departmental representatives with established access accounts to enter information regarding student new hires and rehires online via a web site. This online system will interface with SA PeopleSoft to confirm student status. Once the user finds the desired student record in HR Web Student Hire, the job information and earnings distribution information may be keyed online. HR Web Student Hire is a module within the HR Web functions of the PeopleSoft 8.9 database.

## Process Overview

- 1) Enter descriptions of job openings into MonsterTrak
- 2) Meet with applicants and make hiring decisions
- 3) Complete required paperwork with students
- 4) Enter hire data into HR Web Student Hire System
- 5) Send required paperwork to Human Resources, Data Services
- 6) Students may begin working once e-mail approval message is received
- 7) If the student is biweekly paid, train on KRONOS; the student may clock in and out once the student is visible to the timekeeper on KRONOS

- 8) The system will not allow you to hire a student into a workstudy position (job code 9998) unless they have funding for the semester

## What is Federal Work Study?

Most students that apply to Emory University apply for Financial Aid. As part of the Financial Aid process, students are informed of their eligibility for different forms of Financial Aid. They are required to accept/decline the aid offered via signature and date. One means of financial aid was designed by the Federal Government to augment student ability to meet expenses, while providing students an opportunity to work on campus, hence, the term, workstudy. If students are eligible for/accept Federal Work Study (FWS) funds, they must earn part of their financial aid. Such students are hired into job code 9998 at Emory. Only 30% of the wages of these students will be charged to the hiring department. The other 70% will be subsidized via a Federal account. To be hired into this job code, students must have applied for, received, and accepted a workstudy award. HR Web Student Hire will not allow you to save hire data entered with job code 9998 if the student does not have a FWS award.

## File Folder Audit Requirements for Workstudy Hires

Creating a file folder for each Federal Work Study student hired within your department is required for the 2006-07 academic year.

The file folder requirements include but are not limited to:

### **Labels**

The file label should include but is not limited to: Student's Last name, First Name, Employee Identification Number, Social Security Number, Award Year and Program.

### **HR-Data Services information to be included in file**

HR Web Student Hire Address Information Page  
HR Web Student Hire Entry Summary Page  
Data Service Approval Sheet

**Student Employment Office Information to be included in file**

Current MonsterTrak Job Listing  
Evaluation Forms

**KRONOS PAY REPORTS/TIMESHEET Logs/Reports**

**Miscellaneous information to be included in file**

**Copies, Changes, Emails and Miscellaneous-**Please keep copies of any other subsequent changes made to the employee record and submitted to HR Data Services. Additionally, keep all relevant miscellaneous information including emails sent to the student or received from the student. These pieces of information prove to be invaluable when complaints, errors or misinformation surfaces.

Of course, you can add other information as your office/department deems necessary or as required by your individual office/department. The items listed above are necessary to ensure that procedures are being followed within your office, the Student Employment Office and HR Data Services. We should have procedures in place that are conducive to a “team oriented” effort.

If you have any questions regarding creating a 2008-097 file folder for Federal Work-Study students hired within your department, please feel free to give Student Employment a call at (404)727-6039.

**NOTE: Recordkeeping requirements:** Specific details regarding the length of time departments are required to keep files will be forthcoming.

## Posting Openings via MonsterTrak

The Federal Government requires that all students funded via the Federal Workstudy program have a description of the job duties for each student hired. The Student

Employment Office in Emory University Financial Aid has contracted with MonsterTrak to meet this Federal requirement. This means that there is a special section on MonsterTrak where departments that wish to hire workstudy funded students must post and describe the job openings and job duties. These descriptions have very specific requirements. **NOTE:** To ensure that all Federal auditing requirements are met, the Student Employment Office has final approval of all entries made into the system.

Student Employment is the account administrator for these MonsterTrak accounts. Each department seeking to hire workstudy students must apply for access to MonsterTrak and receive training on MonsterTrak. *Contact Student Employment to request a MonsterTrak account or to receive training or technical support in use of the system at (404) 727-6039. Human Resources Data Services staff may not assist with MonsterTrak issues.*

For your convenience, a copy of the employer tutorial for MonsterTrak has been included in this HR Web Student Hire manual:

## EMPLOYER TUTORIAL FOR MONSTERTRAK

At the end of this tutorial you will be able to:

- 1) Log In to Student Employment
- 2) Create a new job listing / edit an existing job listing
- 3) Post a job as both work-study and non-work study.

## LOG IN -- STUDENT EMPLOYMENT

1. Go to [www.emory.edu/FINANCIAL\\_AID/student\\_employment/employer-login.php](http://www.emory.edu/FINANCIAL_AID/student_employment/employer-login.php)
2. **Login = PHONE NUMBER:** enter the direct phone number (with hyphens) of the main departmental contact person for FWS. Typically, this number is assigned when training on the MonsterTrak system has been completed. If you are not the main departmental contact person and/or you do not know the phone number assigned, please contact the Student Employment Office at 404-727-6039.

**EXAMPLE:** for the Student Employment Office 404-727-6039 would be entered.

3. **PASSWORD:** enter the 4(four) digit departmental account number. You can identify this number because it begins with a "U" and ends with 2 (two) zeros

**4. EMPLOYER LOGIN:** click here to proceed.

**You will then see a screen similar to the one below:**

Manage your job listings here.

**EMORY UNIVERSITY** Student Employment  
a new job

**Active Jobs:**  
▪ (no jobs)

**Pending Jobs:**  
▪ (no jobs)

**In active Jobs:** ▪ (no jobs)

**Jobs in the Holding Bin:**  
▪ (no jobs)

the selected job  
Placement Data for the selected Job  
the selected Job with a new Job ID

**CREATE A NEW JOB LISTING/EDIT AN EXISTING JOB LISTING**

**On the Job Listings Menu, you will see:**

**1. CREATE** a new \_\_\_\_\_ job. ( i.e. from the drop down box select **WORK STUDY** or **ON-CAMPUS (NON-WORK STUDY)** -- IMPORTANT – here you will be able to select from the drop down menu box On-Campus (Non-Work Study) or Work Study. It is imperative that you select the correct one because this determines whether your position will be viewed by students as a Work Study position or as an On-Campus (Non-Work Study) position. **NOTE:** On-Campus (Non Work Study) is listed first by default so make sure you select the correct one. Most listings are for Work Study and not On-Campus (Non Work Study).

**Once you select the type of job i.e. WORK STUDY or ON-CAMPUS (NON-WORK STUDY) then click CREATE.**

**You will then see a screen similar to this one:**

Mandatory fields are marked in **red** with an asterisk(\*).

**EMORY UNIVERSITY**  
**CONTACT INFO**  
Name:

Title:  
Division:  
Phone:  
Extension:  
FAX:  
Address:  
Address 2:  
City:  
Zip:  
State:

**JOB DESCRIPTION**

**\* Job Title:**

Job Reference:

Openings:

**\* Job Type:**

**\* Job Category:**

Job Sub-Category: To make multiple selections within a list, hold down the Control key (Windows) or Command key (Mac) while selecting the desired items.

Job City:

Job State:

Job Country:

On/Off Campus:

How to Apply

Start Date

Semester Available

When to Apply

STUDENT HIRE ONLINE FORM INSTRUCTIONS

Days / hours & duration of job:  
Salary:  
Email:  
Website Address:  
http://  
Company Description: (40 lines max, use return to end lines)  
Qualifications: (40 lines max, use return to end lines)

**\* Duties & Responsibilities:** (40 lines max, use return to end lines)

Employment Type  
 \* **Post Listing On:** Month: Day: Year:  
 \* **Remove and Archive Listing On:** Month: Day: Year:  
 before final submission  
 and return to Job Listing

🕒 **CONTACT INFORMATION** -- this information should default to the main contact person for your department. However, remember, students will be viewing this contact information; therefore you can change the contact information to list whomever you wish the student to actually contact within your department initially.

🕒 **JOB DESCRIPTION** -- all the entries below describe the position and must be completed. To make sure your job description is in compliance with regulations as detailed by the U.S. Department of Education, please complete all entries (not just the ones marked in RED above).

**Job Title:** type in an actual job title. **DO NOT** enter WORK STUDY as the job title (**example:** Office Assistant)

**Job Reference:** type in the name of the department (**example:** Office of Financial Aid)

**Openings:** may use one MonsterTrak listing for numerous positions with the same job title (**example:** (four) (4))

**Job Type:** always select part-time

**Job Category:** always select Education, Training and Library

**Job Sub Category:** always select Administration – Post Secondary

**Job City:** always type in Atlanta

**State:** always select Georgia

**Job Country:** always select United States of America

**On/ Off Campus:** always select On Campus unless entering for an Off Campus Affiliate

**How to Apply:** type via telephone, fax, and or email

**Start date:** type actual date student will start working (**example:** 09/01/2005)

**Semester Available:** select Fall, Spring or Summer

**When to Apply:** type an actual date or a.s.a.p. if you would like students to apply immediately

**Days/Hours & Duration of Job:** type flexible; as set by employer; and/or not to exceed 20 hours per week

**Salary:** type an actual amount or range (**example:** \$9.00 per hour (amount) or \$7.50 -\$11.00 per hour (range)),

**Email:** type an actual email address (**example:** dldooley@emory.edu)

**Web-Site:** type an actual website address (**example:** www.emory\_biology.edu)

**Company Description:** state the purpose of the position as it relates to the Emory University FWS program (**example:** The Financial Aid Office assists students in receiving Federal and some institutional financial aid. The office assistant will assist the Financial Aid Office in general clerical support work).

**Qualifications:** state the minimum qualifications the student must have to obtain the position (**example:** Undergraduate. Will train).

**Duties and Responsibilities:** state the job duties that the student will be expected to perform (**example:** filing, preparing mailings, data entry, running errands, correlating and other duties as assigned by the supervisor).

**Employment Type:** select (Off Campus – Work Study; On Campus Non Work Study; or On Campus Work Study).

**Post Listing On:** type in date you would like the job posting to be viewed online by students (**example:** 09/01/2005).

**Removal and Archive Listing On:** type in date the job posting should no longer be visible on line by students (**example:** 10/01/2005). Should not exceed 3 months of the date the position is filled. Rule of thumb: Once position is filled remove/archive listing on this date.

Once this information is entered, the employer will be able to **PREVIEW** the job listing before final submission. After final submission by the employer, the position will be routed to the holding bin for review by the Student Employment Office. Upon approval from the holding bin by the Student Employment Office, the position will be advertised/posted. At this point, students are able to view the position on line.

Important Reminder: Please do not list the FWS office as a contact in the initial contact information fields. The student must contact the department directly.

🕒 **There will be list of jobs already created by your department that you may select and they will be listed as follows:**

**a. ACTIVE JOBS** – jobs that can be viewed currently by students accessing the MonsterTrak system.

**b. PENDING JOBS** – jobs that can be viewed at a later date (this date is specified by the person advertising the position) by students accessing the MonsterTrak system.

**c. INACTIVE JOBS** – jobs that can NOT be viewed currently by students accessing the MonsterTrak system.

**d. JOBS IN THE HOLDING BIN:** jobs awaiting approval from the Student Employment Office. Students can not view jobs in the holding bin consequently, it is imperative that you list jobs properly so that your job will be released from the holding bin as soon as possible.

**At the bottom of the screen you will have the option to:**

the selected job  
Placement Data for the selected Job  
the selected Job with a new Job ID  
Entry Type to **Work Study**

the selected Job

**2. VIEW/EDIT** – the selected job. Here you will be able to select the active, pending, inactive, or job in the holding bin to view and/or edit and make appropriate changes.

**a.** Select the job listing that you would like to edit from the **ACTIVE, PENDING, INACTIVE, or JOB IN THE HOLDING BIN** list by **Clicking** on the **open circle** to the immediate left of the date/job title of the appropriate listing.

**b.** Scroll to the bottom of the **Job Listings Menu** page and **Click** on **View/Edit**.

**c.** Scroll to the bottom of the **View Job** page and **Click** on **Edit**.

**d.** You will then enter the **Edit Job page**. Here you will be able to **Modify/Update** the job listing.

🕒 **Archiving/Removing a Filled Position**

To Archive or Remove a filled position, you would type in the date **PRIOR** to the date the job posting should no longer be visible on line by students (example: IF you no longer want a listing to be viewed by students as of 12/12/2005, you would remove/archive the position on 12/11/2005).

Once a position is filled, the hiring manager should **ALWAYS** remove/archive the MonsterTrak listing on the date **PRIOR** to the date the job posting should no longer be visible on line by students.

**e.** After modifying and or updating the job listing **Click** on **Preview**.

**f.** If all your modifications and updates are correct you will be able to **SUBMIT THE JOB TO THE HOLDING BIN, SUBMIT THE JOB AS AN INACTIVE JOB, EDIT THE JOG AGAIN** or **CANCEL AND RETURN TO SEARCH RESULTS**.

Job to Holding Bin  
as an Inactive Job  
Job again

and return to Search Results

**3. SUBMIT** – Placement Data for the selected job.

**4. DUPLICATE** – the selected job with a new Job ID. You can create different jobs that are similar without having to retype the data by clicking **DUPLICATE**. The job will be assigned a separate job id #, but the data will be exactly the same as the listing duplicated. To modify the new listing, simply follow the steps for Editing a Job Listing.

**5. CHANGE** – Entry Type from On-Campus (Non-Work Study) to Work Study and vice versa.

**6. DELETE** – the selected job. This feature will completely delete a job from the system. Once you have removed the listing, it is no longer accessible and cannot be retrieved.

**STOP** – NEVER, NEVER delete a job because we archive jobs to utilize for auditing and recordkeeping purposes.

## **POST A JOB AS BOTH WORK STUDY AND NON WORK STUDY**

To have a job listed as both a **Work-Study and a Non Work-Study position**, you would do the following:

1. Create a Work-Study job as outlined above.
2. Use the [Duplicate] feature to create an identical job opening (**Note**: This means that there will be individual work-study and non-work study entries for a single position.)
3. After duplicating the job, select one of the identical job entries.
4. Select "On Campus Non-Work Study" from the drop-down menu in the [Change] feature.
5. You now have two identical openings. One for Work Study and one for Non- Work Study.

If additional information is needed or required, please feel free to contact the Student Employment Office at 404-727-6039.

# Student Application Process

All required paperwork must be completed and submitted to Data Services by the published deadlines in order for student employees to be paid on time.

For each student applicant, the following documents must be submitted:

- Federal withholding statement – W-4 form. Submission of a W-4 form is necessary for rehires if the student has been terminated for 120 days or more.
- State of Georgia withholding statement – G-4 form. Submission of a G-4 form is necessary for rehires if the student has been terminated for 120 days or more.
- ***NOTE: Non-resident alien employees should NOT complete tax forms, but should make an appointment with the Nonresident Alien Tax Specialist in the Controller's Office (404) 727-6080 to have tax status and any treaty benefits determined as soon as possible.***
- Direct Deposit Authorization Form (required for all Emory University employees). For rehires, submission of a new Direct Deposit Form is necessary if the student has been terminated for 120 days or more. A new form must also be submitted if the student has changed banks
- Form I-9: verification of identity and eligibility for work in the U.S. (*required of all new applicants within first 3 days of employment*). Submission of a new I-9 form is not required for rehired students unless it has been 12 months or more since the student was terminated from Emory University. ***NOTE: Federal regulations prohibit the hiring of any employee with an expired work authorization.***
- ***NOTE: It is important that when filling out the I-9 Form, you collect List B documents with photos of the employee to satisfy E-Verify requirements.***
- Following submission of the I-9, HR Data Services staff will enter data supplied on the form into the Federal government's E-Verify system as required by Georgia law. E-Verify queries verify the accuracy of the data supplied and authorization for legal employment in the United States. Any issues uncovered by a query require that the hire contact Human Resources Data Services immediately.
- Work Authorization Documents - all student hires that are classified as temporary aliens must be able to show BCIS Bureau of Citizenship and Immigration Services documentation of eligibility to work in the U.S. (see PowerPoint in appendix).
- Submit a Personal Information Change Form if hires OR rehires have a new address.
- Per DeKalb County law, all student hires less than 18 years of age at the time of hire must complete Age Certification form online.
- If the student employee is biweekly paid (job codes 9998 and 9900), submission of KRONOS data is required in HR Web Student Hire. All departments must enter a pay configuration (default length of lunch period to be auto-deducted from an employee's time worked after 6.5 consecutive hours). This is a requirement for ALL hiring departments.
- Please supply all of your biweekly student employees with KRONOS instructions.

- **Required: send paperwork with HR Web Student Hire Entry Cover Sheet in an envelope marked "Human Resources Data Services" via the HR/Payroll Drop Boxes located across the main campus, or the secured drop box in front of the 1599 Clifton building.**

## Accessing Hiring Forms Online

<http://emory.hr.emory.edu/eu/managerstoolkit/recruitment/studentemploy.html>

## Submitting Required Paperwork to Human Resources

After you have entered the hire data, you must forward the required forms to HR Data Services. **Send no forms to Student Employment or to Payroll.** The most effective way to send forms to HR DS is via the Payroll Drop Box on campus. This mailbox is located outside White Hall. Mark sealed envelopes with hire forms for “Human Resources Data Services”. The Payroll Office picks up mail from this drop box every morning at approximately 8:30am. HR Data Services picks up any HR Data Services mail from the Payroll Office 3 times daily. An additional secured drop box is located in the front turnaround of the 1599 Clifton building. *NOTE: Campus mail can take 4 to 5 days to reach HR Data Services.*

**VERY IMPORTANT: All forms sent to HR Data Services for these student hires MUST be identified as related to HR Web Student Hire data entry.** HR Data Services keys almost 1/3 million transactions per year. **If we are not notified that this paperwork is related to HR Web Student Hire entry, we will set the forms aside and wait for a paper hire form (HRAF) to be received.** To avoid a processing delay, use the *HR WEB STUDENT HIRE ENTRY* cover sheets provided by Data

Services. Please remember to place your name and phone number on the cover sheet so we can call you with any questions or problems.

Use this form as a cover sheet for all HR Web Student Hire paperwork.

Data Services  
1599 Clifton Road, 2<sup>nd</sup> Floor  
Atlanta, Georgia 30322  
(404) 727-4008 fax

**Emory University  
Human Resources**

## HR Web STUDENT HIRE ENTRY

**To:** Data Services **From:** \_\_\_\_\_  
**Attn:** \_\_\_\_\_ **Dept:** \_\_\_\_\_  
**Fax:** (404) 727-4008 **Phone:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
I-9 \_\_\_\_\_ Direct Deposit \_\_\_\_\_  
G-4 \_\_\_\_\_ W-4 \_\_\_\_\_  
AGE CERT. \_\_\_\_\_ (for minors <18) Hire \_\_\_\_\_ Rehire \_\_\_\_\_  
.....

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
I-9 \_\_\_\_\_ Direct Deposit \_\_\_\_\_  
G-4 \_\_\_\_\_ W-4 \_\_\_\_\_  
AGE CERT. \_\_\_\_\_ (for minors <18) Hire \_\_\_\_\_ Rehire \_\_\_\_\_  
.....

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
I-9 \_\_\_\_\_ Direct Deposit \_\_\_\_\_  
G-4 \_\_\_\_\_ W-4 \_\_\_\_\_  
AGE CERT. \_\_\_\_\_ (for minors <18) Hire \_\_\_\_\_ Rehire \_\_\_\_\_  
.....

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
I-9 \_\_\_\_\_ Direct Deposit \_\_\_\_\_  
G-4 \_\_\_\_\_ W-4 \_\_\_\_\_  
AGE CERT. \_\_\_\_\_ (for minors <18) Hire \_\_\_\_\_ Rehire \_\_\_\_\_  
.....

# Students and Taxes, Taxes and Students

- Nonresident alien student employees should NOT complete the G-4 and the W-4 tax forms
  - Nonresident alien student employees should make an appointment as soon as possible with the Nonresident Alien Tax Specialist in the Emory University Controller's Office by calling (404) 727-6080. The Tax Specialist will determine tax status based on treaty benefits and presence in the U.S. This determination MUST be made prior to the first Payroll run date
  - Need to make an Appointment
  - Must submit Social Security Number Application to Social Security Admin of US Government
- Online Submission
  - User ID and password for Windstar Technology System
  - Mary Chenault, System Administrator
  - E-mail address: mchenau@emory.edu
  - Submission, approval, schedule appointment
  - Sign Tax Form
  - Nonresident Alien Tax Group Assigned by Controller's Office and Communicated to HR Data Services and Payroll Office
  - Social Security taxes = FICA
  - Tax Treaty benefits require Valid SSN
  - All other newly hired student employees must complete the W-4 and G-4 tax forms upon hire.
- If a student is being re-hired, new tax forms are not required unless the student has been terminated from employment with Emory University for 120 days or more, the student claimed exempt last year, or the student wishes to change allowances.
- If a student asks for advice/assistance in completing tax forms, do not offer ADVICE. You may show them the criteria for exemption. Refer them to their parents or an accountant or the IRS.
- Students are exempt from taxes if they meet all 3 of these criteria:
  - They had NO tax liability last year AND they will have no tax liability this year AND
  - Their parents did NOT claim them AND
  - Their income is less than \$900.00 this year
  - Note: student filing exempt must complete new tax forms every calendar year

- All student employees are required to sign up for Direct Deposit of earnings. New direct deposit forms are not required unless the student has been terminated from employment with Emory University for 120 days or more. Emory University employees who do not have an account have an alternative – CASHPAY. Employees need to go to the Payroll Office to initiate a CASHPAY account.

**STUDENT EMPLOYEES AND TAXES  
STUDENT EMPLOYEES AND FRINGE RATES**

**FRINGE RATES**

These are the five standard job codes for Emory University student employees. Students hired in these job codes by campus departments have their enrollment status with Emory University verified by Human Resources Data Services prior to hire approval. *Students enrolled at other higher education institutions who become employees of Emory University may not be hired into these 5 job codes.*

| <b>Job Code</b> | <b>Job Title</b>        | <b>Comp. Frequency</b> | <b>Fringe Rate*</b> |
|-----------------|-------------------------|------------------------|---------------------|
| 9900            | Student Employee        | Biweekly               | ZERO*               |
| 9901            | Training Fellow         | Monthly                | ZERO*               |
| 9905            | Research Fellow/Trainee | Monthly                | ZERO*               |
| 9910            | Student Employee        | Monthly                | ZERO*               |
| 9998            | Work Study Student      | Biweekly               | ZERO*               |

\*Fringe WILL be assessed on these student employees if they are assessed FICA. The rate assessed will be 7.65%. See FICA section below for specifics.

**STUDENTS AND TAXES**

**Students and FICA (Social Security) Taxes**

Emory University student employees hired into one of the 5 standard student job codes (listed above) are automatically exempted from paying FICA taxes in a given pay period if:

- 1) they are enrolled ½ time or better in their academic program (however ½ time is defined by that academic program for that semester in PeopleSoft)
- 2) they have an academic load of "H" or "T" in SA PeopleSoft
- 3) they are not also actively employed in a regular Emory University position subject to FICA taxes (this means that regular employees also enrolled at Emory University as students are subject to FICA taxes)
- 4) breaks between periods of enrollment do not exceed 5 weeks
- 5) they are not post-docs or residents (job codes 9903, 9953, 9954, 9950)
- 6) they are a temporary nonresident alien with tax treaty benefits and a valid social security number in the HR/Payroll system (see below for specifics)

**Student Exemption from Federal Income Taxes**

Student employees are exempt from Federal income taxes if they meet all 3 of these criteria:

- o They had NO tax liability last year AND they will have no tax liability this year AND
- o Their parents did NOT claim them AND
- o Their income is less than \$900.00 this year.

Note: students filing exempt must complete new Federal tax forms every calendar year.

**Student Exemption from GA Income Taxes**

GA Law requires that those seeking exemption must file first. They are only exempt if all monies deducted are subsequently returned by the State of Georgia.

**Nonresident Temporary Alien Student Employees and Tax Treaty Exemptions from Federal Taxes**

Nonresident alien student employees should NOT complete the G-4 and the W-4 tax forms.

As soon as possible upon hire, nonresident alien student employees should make an appointment with the Nonresident Alien Tax Specialist in the Emory University Controller's Office by emailing Mary Chenault at mchenau@emory.edu. The Tax Specialist will determine tax status based on treaty benefits with the home country and presence in the U.S. This determination MUST be made prior to the first Payroll run date.

Employees without a valid SSN are legally required to submit a Social Security Number Application to Social Security Administration of the U.S. Government. They may be placed on the Emory University payroll with a temporary “dummy SSN” assigned by HR Data Services. The valid Social Security number should be reported **by phone** to HR Data Services as soon as possible @ 404-727-7563.

Nonresident alien student hires seeking exemption from Federal and Georgia State taxes must submit the required data via the Windstar Technology System. To obtain a user ID and password for Windstar Technology System contact:

Mary Chenault, System Administrator: [mchenau@emory.edu](mailto:mchenau@emory.edu)

After submission of materials and approval by the Tax Specialist, employees will be contacted via email to schedule an appointment.

Nonresident Alien Tax Groups for all eligible employees are assigned by the Controller’s Office and Communicated to HR Data Services and the Payroll Office prior to each payroll run date.

Activation of any applicable Tax Treaty benefits (exemption from Federal and Georgia State taxes) requires the employee to report a valid SSN to HR Data Services before they will take effect.

#### **Students and Completion of Tax Forms**

If a student asks for advice/assistance in completing tax forms, do not offer ADVICE. Instead, refer them to their parents, an accountant, or the IRS. You may show them the criteria for exemption.

#### **Student Employees and Direct Deposit**

All student employees are required to sign up for Direct Deposit of earnings. New direct deposit forms are not required unless the student has been terminated from employment with Emory University for 120 days or more.

Emory University employees who do not have an account have an alternative – CASHPAY. Employees need to go to the Payroll Office to initiate a CASHPAY account.

#### **Contact Information – all offices at 1599 Clifton Road Building on campus:**

##### **Emory University HR Data Services – Student Hire Assistance**

Shauntae Cleveland: [srcleve@emory.edu](mailto:srcleve@emory.edu) (404) 712-9274

Shanterria Baker: [sbaker4@emory.edu](mailto:sbaker4@emory.edu) (404) 727-0227

Sherry Stodghill: [smcken2@emory.edu](mailto:smcken2@emory.edu) (404) 727-7563

**Emory University Payroll Office** (404) 727-6100

##### **Emory University Controller’s Office**

Mary Chenault, System Administrator: [mchenau@emory.edu](mailto:mchenau@emory.edu)  
(404) 727-6080 for appointments or access to Windstar

##### **Emory University Office of Grants and Contracts (sets fringe rates)**

(404) 727-4240



Repeat After me:  
"I will not give tax advice"

### Form W-4 (2008)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2008 expires February 15, 2009. See Pub. 505, Tax Withholding and Estimated Tax. **Note.** You cannot claim exemption from withholding if (a) your income exceeds \$500 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits,

adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

**Head of household.** Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax

payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

**Nonresident alien.** If you are a nonresident alien, see the instructions for Form 5033 before completing the Form W-4.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2008. See Pub. 919, especially if your earnings exceed \$150,000 (Single) or \$180,000 (Married).

#### Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent. . . . . A \_\_\_\_\_

B Enter "1" if  You are single and have only one job; or  You are married, have only one job, and your spouse does not work; or  Your wages from a second job or your spouse's wages (for the total of both) are \$1,500 or less. . . . . B \_\_\_\_\_

C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . . C \_\_\_\_\_

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return . . . . . D \_\_\_\_\_

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) . . . . . E \_\_\_\_\_

F Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit. (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.) . . . . . F \_\_\_\_\_

G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.  If your total income will be less than \$58,000 (\$68,000 if married), enter "2" for each eligible child.  If your total income will be between \$58,000 and \$84,000 (\$68,000 and \$110,000 if married), enter "1" for each eligible child plus "1" additional if you have 4 or more eligible children. . . . . G \_\_\_\_\_

H Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.)  For accuracy, complete all worksheets that apply.  If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.  If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married), see the Two-Earner/Multiple-Jobs Worksheet on page 2 to avoid having too little tax withheld.  If neither of the above situations applied, stop here and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

|  |  |  |  |   |
|--|--|--|--|---|
| Form <b>W-4</b>  |  | <b>Employee's Withholding Allowance Certificate</b>  |  | OMB No. 1545-0044                       |
| Department of the Treasury<br>Internal Revenue Service   |  | Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.  |  | <b>2008</b>                             |
| 1 Type or print your first name and middle initial. Last name  |  | 2 Your social security number  |  |   |
| Home address (number and street or rural route)  |  | 3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. (Note. If married, but legally separated or spouse is a nonresident alien, check the "Single" box.) |  |   |
| City or town, state, and ZIP code  |  | 4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>  |  |   |
| 5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)   |  | 5  |  |   |
| 6 Additional amount, if any, you want withheld from each paycheck  |  | 6 \$   |  |   |
| 7 I claim exemption from withholding for 2008, and I certify that I meet both of the following conditions for exemption. <input type="checkbox"/> Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and <input type="checkbox"/> This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here <input type="checkbox"/> |  | 7  |  |   |
| Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.   |  |  |  |   |
| Employee's signature (Form is not valid unless you sign it) <input type="checkbox"/>   |  |  |  |   |
| 8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)  |  | 9 Other code (optional)  |  | 10 Employer identification number (EIN) |
| For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 102220C Form W-4 (2008)   |  |  |  |   |

**STATE OF GEORGIA  
EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE**

|   |                                 |
|---|---------------------------------|
| 1a. YOUR FULL NAME                                | 1b. YOUR SOCIAL SECURITY NUMBER |
| 2a. HOME ADDRESS (Number, Street, or Rural Route) | 2b. CITY, STATE AND ZIP CODE    |

READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING THIS FORM

- 3. MARITAL STATUS** (if you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)
- A. Single: enter 0 or 1 ..... [    ]
- B. Married Filing Joint, both spouses working: enter 0 or 1 or 2 ..... [    ]
- C. Married Filing Joint, one spouse working: enter 0 or 1 or 2 ..... [    ]
- D. Married Filing Separate: enter 0 or 1 or 2 ..... [    ]
- E. Head of Household: enter 0 or 1 or 2 ..... [    ]
- 4. DEPENDENT ALLOWANCES** [    ]
- 5. ADDITIONAL ALLOWANCES** [    ]  
(complete worksheet below)
- 6. ADDITIONAL WITHHOLDING** \$ \_\_\_\_\_

| WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES  |  |
|--|--|
| This worksheet must be completed if Line 5 is greater than zero.   |  |
| 1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:<br>Yourself: <input type="checkbox"/> Age 65 or over <input type="checkbox"/> Blind<br>Spouse: <input type="checkbox"/> Age 65 or over <input type="checkbox"/> Blind      Number of boxes checked _____ x 1300 = \$ _____ |  |
| 2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:   |  |
| A. Estimated Federal Itemized Deductions .....   | \$ _____   |
| B. Georgia Standard Deduction (enter one):   | Single/Head of Household    \$2,300                    |
|  | Each Spouse                        \$1,500    \$ _____ |
| C. Subtract Line B from Line A .....   | \$ _____   |
| D. Allowable Deductions to Federal Adjusted Gross Income .....   | \$ _____   |
| E. Add the Amounts on Lines 1, 2C, and 2D .....  | \$ _____   |
| F. Estimate of Taxable Income not Subject to Withholding .....   | \$ _____   |
| G. Subtract Line F from Line E (if zero or less, stop here) .....  | \$ _____   |
| H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above .....  | _____  |
| This is the maximum number of additional allowances you can claim. If the remainder is over \$1,500 round up.  |  |

7. LETTER USED (Marital Status A, B, C, D, or E) \_\_\_\_\_ TOTAL ALLOWANCES (Total of Lines 3 - 5) \_\_\_\_\_  
(Employer: The letter indicates the tax tables in the Employer's Tax Guide)

8. EXEMPT: Skip this line if you entered information on Lines 3 - 7. Read the instructions for Line 8 on page 2.  
I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. Check here

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer: Complete Line 8 and mail entire form only if the employee claims over 14 allowances or exempt from withholding. If necessary, mail form to: Georgia Department of Revenue, Withholding Tax Unit, P. O. Box 49432, Atlanta, GA 30359.

9. EMPLOYER'S NAME AND ADDRESS: \_\_\_\_\_ EMPLOYER'S FEIN: \_\_\_\_\_  
EMPLOYER'S WH#: \_\_\_\_\_

Do not accept forms claiming additional allowances unless the worksheet has been completed. Do not accept forms claiming exempt if numbers are written on Lines 3 - 7.

**KRONOS Instructions  
for  
Emory's Student & Temporary Workers**

**KRONOS is an automated system for recording hours worked.**

- KRONOS allows you to use the telephone to record hours worked per Employee ID number.
- KRONOS automatically calculates your total hours for the pay period, so a paper timesheet is not required.
- You are identified in KRONOS by a 9 digit Employee ID number. The number consists of your current 7 digit Employee ID plus a 2 digit record number (00, 01, 02, etc). Please be sure to use the correct 9 digit Employee ID for each job. Students/temporary employees who have or have had more than one Emory job will have multiple employee numbers. The difference may only be the last digit.
- KRONOS allows you to check on your hours worked via telephone (through the Time Status Inquiry System or TSIS) and via the KRONOS website.

**You will be given a KRONOS information card with:**

- your 9 digit Employee ID number that identifies you with a job and department
- the name and phone number of your timekeeper in case you have a question or need to make a correction or adjustment
- the instructions on using the system to call to clock in and out and to check your hours worked
- the phone numbers for accessing KRONOS and TSIS
- the instructions on using the system and the phone number to call to clock in and out

**To clock in/out:**

- Dial 3-6666 from a designated phone in your work area.
- Enter your 9 digit Employee ID number provided on your KRONOS information card.
- Enter 1 to clock in.
- Enter 9 to clock out.  
Note: KRONOS "rounds" the time to the nearest 15 minutes, based on 7½ minute intervals.  
Examples: 9:07 would round to 9:00  
          9:08 would round to 9:15  
          9:25 would round to 9:30
- Hang up AFTER you hear the thank you message so that your information will be recorded.

**To record meal breaks (temporary employees):**

Most employees will be set up in KRONOS for a standard meal break of 60 minutes, 45 minutes, 30 minutes, or no lunch. If you take your standard meal break while at work and work for a minimum of 6 ½ hours during the day, you will not need to clock out and in for your meal break. If you are regularly scheduled for a meal break but do not take one at all during the work day, contact your timekeeper to enter a skipped meal.

Be sure to train all biweekly employees on KRONOS:

**KRONOS ID = Empl ID + empl record #**

Example: empl ID = 0126749  
1<sup>st</sup> job entered into PeopleSoft becomes employee record 00 under that ID; the 2<sup>nd</sup> job entered becomes employee record 01

Result: 2 KRONOS IDs to ensure correct pay rate and accounts for each job and hours worked at each.

**KRONOS IDs =**

012674900 pays 7.50/hr from one dept at 5 hours/week

012674901 pays 8.25/hr from another dept at 15 hours/week

Assign a designated phone for all transactions and

# Homeland Security & I-9 Forms

## Section 1 – Student completes

- All hires must present original documents for the I-9 (no faxes or copies)
- F-1 and J-1 hires should check the 3rd box above the date
  - The end date for work authorization can be found in:
    - Section 5 of the I-20 for F-1 students
    - Section 3 of the DS-2019 for J-1 students/scholars
  - The alien or admission number must be supplied in Section 1
    - The number may be found on the I-94 arrival/departure card
- SSN = “applied for” if not yet assigned by the Social Security Administration
- The hire **MUST** sign and date the form

## Section 2 – Employer completes

- You may accept list B & C documents from F-1 or J-1 hires, but most will not have the necessary documents
  - ***NOTE:*** It is important that when filling out the I-9 Form, you collect *List B* documents with photos of the employee to satisfy E-Verify requirements.
- Entire list A section must be completed if list A documents used
- Completing Section 2, List A for F-1 and J-1 hires:

- Document Title= Passport
  - Issuing Authority= home country
  - 1st Document # = Passport # (not VISA # or SEVIS #) - look in the passport booklet under the section from the home country
  - 1st Expiration Date= Passport Expiration or Expiry Date
  - 2nd Document # = I-94 Alien #
  - 2nd Expiration Date = expiration of work authorization (program end date) in section 5 of the I-20 or section 3 of the DS-2019
- 
- Certification Statement
  - Be sure to fill in the first date of work for the new hire
  - Sign your name, then print it and supply your title
  - Write in a full business address and date the form (date of completion).
  - HR Data Services MUST have a complete, original I-9 form (no copies or faxes) before we will approve a hire

## 2006-07 FEDERAL WORK-STUDY PAY SCALE CHART UNDERGRADUATE

| PAY LEVEL | 1      | 2      | 3      | 4      |
|-----------|--------|--------|--------|--------|
| Wage      | \$7.50 | \$8.00 | \$8.50 | \$9.00 |

The 2006-07 Federal Work –Study Pay Scale Chart for Undergraduates should be utilized as a **guideline** for establishing pay rates. Returning students should have increased responsibility and pay. Please provide a career ladder within student jobs. **For example:** Please consider 4<sup>th</sup> year undergraduates **ONLY** for pay level 4 @ \$9.00 per hour. Envision this as a means to provide professional development for the student. If you consider starting a freshman, sophomore or junior @ \$9.00 per hour, the student does not have leverage for professional development and a career ladder will not have been established because the student can not advance beyond this point as an undergraduate.

### PAY LEVEL 1:

Job requires little or no prior work experience.  
 Student performs simple, repetitive duties.  
 Student works under direct supervision and instruction.  
 Does not entail supervision of others.  
 Student works during normal business hours.  
**Examples:** clerical, lab dishwasher, library shelver, mail clerk, game room attendant

### PAY LEVEL 2:

Student with some prior work experience or demonstrated skill preferred but not required.  
 Student performs mostly routine duties from detailed instruction.  
 Has some contact with the public; required to provide correct information.  
 Student is required to work independently when necessary.  
 Student works during normal business hours.  
 Does not entail supervision of others.  
**Examples:** desk worker, food services attendant, clerk, customer assistant

### PAY LEVEL 3:

Prior work experience or demonstrated skill required.  
 Specific major is required to understand job and perform required duties.  
 Student performs non-routine job duties; duties maybe technical in nature.  
 Must demonstrate good judgment and independent decision making.  
 Student required to work in stressful area, entails a lot of public contact.  
 May require supervisory training (directing other students).  
 Job duties may be during non-traditional business hours.  
**Examples:** area supervisor, research assistant, technical assistant

### PAY LEVEL 4:

Extensive skills or specific major required. Technical skills required.  
 May deal with confidential material.  
 The consequences of errors are great and could be detrimental to project, program or department.  
 Students work non-traditional hours and/or maybe "on-call."  
 Supervision and training of other student employees required.  
**Examples:** security patrol, building supervisor, events coordinator, programmer, editor

### **IMPORTANT NOTE**

When establishing the pay rate for a specific student please do not merely evaluate the students duties but also note the students classification i.e. freshman, sophomore, junior or senior.

## 2006-07 FEDERAL WORK-STUDY PAY SCALE CHART GRADUATE

| PAY LEVEL   | 5              | 6              | 7              | 8              |
|-------------|----------------|----------------|----------------|----------------|
| <b>Wage</b> | <b>\$11.00</b> | <b>\$11.50</b> | <b>\$12.00</b> | <b>\$12.50</b> |

The 2006-07 Federal Work –Study Pay Scale Chart for Graduates should be utilized as a **guideline** for establishing pay rates. Returning students should have increased responsibility and pay. Please provide a career ladder within student jobs. Envision this as a means to provide professional development for the student.

### PAY LEVEL 5:

Undergraduate level degree has been attained by student.  
 Student with some prior work experience or demonstrated skill preferred but not required.  
 Student performs mostly routine duties from detailed instruction.  
 Has some contact with the public; required to provide correct information.  
 Student is required to work independently when necessary.  
 Student works during normal business hours.  
 Does not entail supervision of others.

### PAY LEVEL 6:

Undergraduate level degree has been attained by student.  
 Prior work experience or demonstrated skill required.  
 Student performs non-routine job duties; duties maybe technical in nature.  
 Must demonstrate good judgment and independent decision making.  
 Student required to work in stressful area, entails a lot of public contact.  
 May require supervisory training (directing other students).  
 Job duties may be during non-traditional business hours.

### PAY LEVEL 7:

Undergraduate level degree has been attained by student.  
 Technical skills required.  
 May deal with confidential material.  
 The consequences of errors are great and could be detrimental to project, program or department.  
 Students work non-traditional hours and/or maybe "on-call."  
 Supervision and training of other student employees required.

### PAY LEVEL 8:

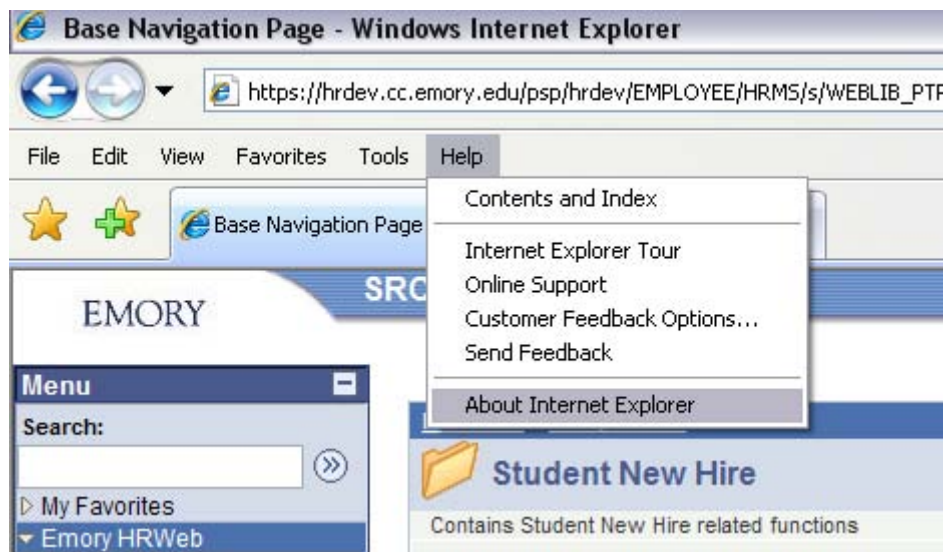
Student has proven him/her self in the discipline in which he/she is working.  
 Student has proven to be reliable and dependable.  
 Student is an exemplary student worker.  
 Student has performed documented tasks that go above and beyond the call of duty.  
 Supervision and training of other student employees required.

### **IMPORTANT NOTE**

When establishing the pay rate for a specific student please do not merely evaluate the students duties but also note the students classification i.e. 1<sup>st</sup> year graduate or 2<sup>nd</sup> year graduate.

# Connecting to HR Web Student Hire via Web Browser

**The HR Web Student Hire Form works best with Internet Explorer version 5.0 or higher with 128 bit Cipher Strength. To check your version, do the**





If your Internet Explorer Version is not version 5.0 or higher and you do not see the Cipher Strength of 128 bit, contact your local computer support person for an Internet Explorer browser software upgrade before using the HR Web Student Hire system.

## Internet Performance

The speed of the system is determined by factors such as user connectivity and network traffic. The system has been designed to handle network traffic from multiple users simultaneously. Please report slowness to the Human Resources Data Services team immediately.

**Clear your Internet Explorer temporary files regularly to improve system performance:**

- Open Internet Explorer and click on the Tools tab
- Choose Internet Options
- Click on Delete Files (middle of the page)
- Check box "Delete all offline content"
- Click OK
- Click OK
- Close your browser
- Re-open Internet Explorer and sign onto HR Web Student Hire.

## Access to HR Web Student Hire

Users must apply for access to HR Web Student Hire. Go to the Human Resources homepage at: [www.hr.emory.edu](http://www.hr.emory.edu), then select Manager's Toolkit, then HR Rep and Manager Resources, then HR Data Access Request. Complete the online form. Once HR Tech Services receives approval notices, your account will be created and you will receive an e-mail notification.

### **By requesting a secure account to use HR Web Student Hire you agree to:**

- **Abide by FERPA Policies outlined on the Registrar's website**

For overview, tutorial and quiz:

<http://www.registrar.emory.edu/ferpa/f&smain.htm>

- **Never write down or share your LOGIN ID and Password**

- **Never allow another staff person to use your HR Web Student Hire account to complete work. Each person using HR Web Student Hire must have his/her own account**
- **Never access data you do not have a business need to access**
- **Utilize all appropriate means to keep the data secure**
- **Refrain from printing data when at all possible. Printed data should be kept in a secure, locked storage unit with restricted access**
- **Check the accuracy of all your data entry**

## Accessing Student Employee Data after Hire Approval

In order to view and update data on your student employees after they have been approved by HR Data Services, you must apply for and be approved for additional access in Emory HR Web.

Go to the Human Resources homepage at: [www.hr.emory.edu](http://www.hr.emory.edu), then select Manager's Toolkit, then HR Rep and Manager Resources, then HR Data Access Request. Complete the online form. Once HR Tech Services receives approval notices, your account will be created and you will receive an e-mail notification.

# Possible Levels of Access

If you request and are approved for View and/or Update functions for job data in Emory HR Web you will have the ability to maintain the data relative to your student hires for the length of their employment. Use of these functions requires separate training: the Emory HR Web class. We strongly urge you to request this additional access. Please reassure your departmental administrators that we are able to restrict your access to student employees only, if that is their preference.

**You may request access to the employee classes designated for students and also request access to your department(s) and to these functions:**

- **View Only (access restricted by dept and employee class)**
  - HR Web Reports
  - HRAF Report by Selection
  - Job Summary
  
- **General Update (access restricted by dept and employee class)**
  - Change Location
  - Emergency Contact
  - Employee Mailstop
  - Employee Pay Location
  - Faculty Data
  - Future Terminations
  - Personal Data
  - Reporting Change
  
- **Special Updates (access restricted by dept and employee class)**
  - Pay Rate Changes
  - Labor (Earnings/Account) Distribution Changes
  - Terminate Employee

# Account Restrictions by Employee Class

Account holders may have access to all employee classes in designated departments OR they may have access to specified employee classes within designated departments. In order to view and/or update all student employees in your department(s) you must select the following employee class groups:

## Employee Class Groups for Student Employees

| Employee Class | Job Code     | Job Title  | Sub-Account Code      |
|----------------|--------------|--|-----------------------|
| 8              | 9900<br>9910 | Student Employee/BW<br>Student<br>Employee/Monthly | -1820<br>-1850, -1811 |
| W              | 9998         | Federal Workstudy Student                          | -1890                 |
| G              | 9905         | NRSA Post-Doc Fellow,<br>Research Fellow/Trainee   | -7225, -7226          |
| L              | 9901         | Training Fellow                                    | -7210, -7211          |

# IMPORTANT: Logon Instructions

In order to log on to the HR Web Student Hire, you must first either determine what your network ID and password are (if you don't know them) or you must synchronize your network ID and password to include the Emory HR Web application.

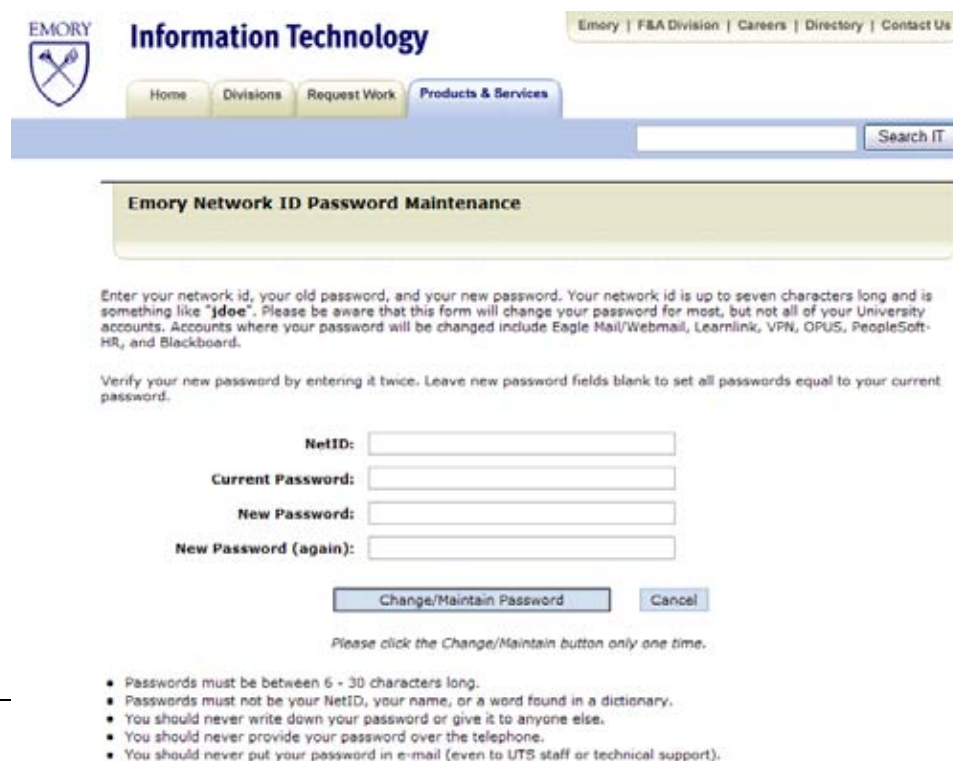
What is the network ID? The network ID is the ID that is first given to you when you come to the University. It allows you access to university systems such as Eagle Mail, FAS and so on. The network ID takes the form of a maximum of 7 characters beginning with your first initial, sometimes your middle initial, and a portion of your last name. Numbers may be included in your ID if similar IDs exist. Examples of network IDs are "jgood03" and "cmmille."

Is the network ID the same used to sign onto a computer? Sometimes, it may. Local systems in each department may establish a different logon name and password.

To identify your network ID: call the AAIT Helpdesk at (404) 727-7777.

**This web address allows you to change your password:**

<https://password.service.emory.edu/>



The screenshot shows the Emory Information Technology website. At the top left is the Emory logo. To its right is the text "Information Technology". Further right is a navigation bar with links: "Emory | F&A Division | Careers | Directory | Contact Us". Below this is another navigation bar with "Home", "Divisions", "Request Work", and "Products & Services". A search bar with a "Search IT" button is on the right. The main content area is titled "Emory Network ID Password Maintenance".

Enter your network id, your old password, and your new password. Your network id is up to seven characters long and is something like "jdoe". Please be aware that this form will change your password for most, but not all of your University accounts. Accounts where your password will be changed include Eagle Mail/Webmail, Learnlink, VPN, OPUS, PeopleSoft-HR, and Blackboard.

Verify your new password by entering it twice. Leave new password fields blank to set all passwords equal to your current password.

NetID:

Current Password:

New Password:

New Password (again):

Please click the Change/Maintain button only one time.

- Passwords must be between 6 - 30 characters long.
- Passwords must not be your NetID, your name, or a word found in a dictionary.
- You should never write down your password or give it to anyone else.
- You should never provide your password over the telephone.
- You should never put your password in e-mail (even to UTS staff or technical support).

# The Internet Address for HR Web Student Hire

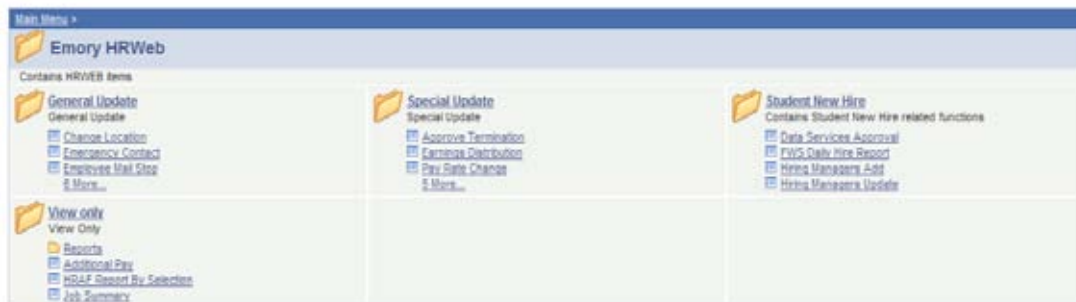
<https://www.leo.cc.emory.edu>  
(Save this address as a favorite!)

You may also find a link to **Employee Self Service login** (and **Emory HR Web login**) from the **Human Resources homepage** ([www.hr.emory.edu](http://www.hr.emory.edu)).



|   |   |
|---|---|
| <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Sign In"/></p> <p style="text-align: center; font-size: small;">This system is intended for use with Internet Explorer. It will work with the most commonly supported browsers. Some users have experienced page display issues using Safari 2.0.</p> | <p><b>University employees:</b></p> <p><b>First time user?</b><br/><a href="#">Obtain Network ID and Password.</a></p> <p><b>Forgot your Network ID and/or Password?</b><br/>Call the Help Desk at 7-7777 (404-727-7777).<br/>Support technicians are available Monday - Friday, 7:00am - 6:00pm.</p> <p><b>Healthcare employees (eVantage users):</b><br/>Call Center # SHELP (84357)</p> <p><b>First time user?</b><br/>Obtain a logon ID and password from your <a href="#">Access Coordinator</a>.<br/>We recommend that you use the <a href="#">Password Reset Tool</a> to change your password to prevent unauthorized access of your account!</p> <p><b>Forgot your logon ID and password?</b><br/>Ask your <a href="#">Access Coordinator</a> for your logon ID and you can then use the <a href="#">Password Reset Tool</a> to change your password.</p> |
|---|---|

Once you log on, your view on the next page will depend on your level of approved access.



Select Student New Hire, then Hiring Managers Add.



If you use other functions besides the Emory HR Web functions, you will get a customized the menu selection page when you login (see the example below). Choose the *Emory HR Web* option to navigate to Student New Hire.




Next, select Student New Hire, then Hiring Managers Add.



# Searching for a Student to Hire or Rehire

## Hiring Managers Add

Add a New Value

EmplID:  

Sequence:

1. Clicking on the Hiring Managers Add menu option will bring you to the page copied above and allow you to ADD a hire or rehire record.
2. If you know the student's seven digit Empl ID, you may search using this page. Enter the Empl ID and press the "Add" button.
3. **NOTE**: Disregard the Sequence Number
4. If you do NOT know the student's seven digit Empl ID, **click on the magnifying glass next to Empl ID to get an enhanced search page:**

## Look Up EmplID

EmplID:


Name:

Last Name:

First Name:

Campus ID:

National ID:

Date of Birth:   

[Basic Lookup](#)

# Selecting a Student from a Search Results List

If you search by last name and there are multiple students with that last name, you will get a search results list like this:

## Look Up EmplID

|                |             |                      |
|----------------|-------------|----------------------|
| EmplID:        | begins with | <input type="text"/> |
| Name:          | begins with | <input type="text"/> |
| Last Name:     | begins with | DOOLEY               |
| First Name:    | begins with | <input type="text"/> |
| Campus ID:     | begins with | <input type="text"/> |
| National ID:   | begins with | <input type="text"/> |
| Date of Birth: | =           | <input type="text"/> |

Look Up

Clear

Cancel

[Basic Lookup](#)

## Search Results

View All

First 1-3 of 3 Last


| EmplID                  | Name                                   | Last Name              | National ID               | Date of Birth         | Gender            |
|-------------------------|--|------------------------|---------------------------|-----------------------|-------------------|
| <a href="#">0022365</a> | <a href="#">Dooley, James Anthony</a>  | <a href="#">DOOLEY</a> | <a href="#">*****3456</a> | <a href="#">01/12</a> | <a href="#">M</a> |
| <a href="#">0022365</a> | <a href="#">Dooley, James Anthony</a>  | <a href="#">DOOLEY</a> | <a href="#">*****3456</a> | <a href="#">01/12</a> | <a href="#">M</a> |
| <a href="#">1378010</a> | <a href="#">Dooley, Vanessa Nicole</a> | <a href="#">DOOLEY</a> | <a href="#">*****9275</a> | <a href="#">09/03</a> | <a href="#">F</a> |

Select the student by clicking on student's row of information under search results.

Once you make the selection, you will be returned to the Add Student Hire screen:

**Hiring Managers Add**

Add a New Value

EmpID:  

Sequence:

**Add**

Click on the “Add” button. Your student search will result in this next page:

Address Information Health & Safety Job Data Account Data Summary

EmpID: 0022365

Name: Dooley,James Warren Date of Birth: 01/12/1952

National ID: 255669669 Campus ID: U1234

HOME Therese May 326 Melrose Ave  
City: Decatur Country: USA  
State: GA Postal Code: 30030-2852

MAIL Beth Broyles PeopleSoft  
City: Atlanta Country: USA  
State: GA Postal Code: 30322-4001

**Verify that you have located the correct student.**

1. If you have NOT located the correct student record, scroll down to the bottom of the page and click on the “Add” button to get back to a search page.
2. If you have located the correct student, **print a copy of the HR Web Student Hire address information** for your records by clicking on the printer icon at the top of the page.
3. If there is no local GA address listed on this address page, you must send a local address to Human Resources Data Services with the hiring paperwork. A local GA address is required for state tax reporting.
4. Remind students that any future address changes must be sent to both the Registrar’s Office and to HR Data Services.
5. The addresses you see on this page are the addresses HR will download for a new hire.
6. For a re-hire, the personal data will be loaded into PeopleSoft HR only if the effective date for the Student Hire data is more current than the HR data.

## Entering Hire/Rehire Data

**PRIOR TO DATA ENTRY, WRITE DOWN YOUR DEPARTMENT NUMBER, ACCOUNT CODES, LOCATION AND MAILSTOP CODES, KRONOS DATA, AND MONSTERTRAK NUMBERS FOR EASY REFERENCE.** Human Resources Data Services staff can supply department numbers, location codes and mailstop codes if unknown.

## Entering Data for Federal Work Study Hires

### *Entering Health & Safety Data*

This information, which replaces the *Exposure Determination Form*, is now required on all student hires per health and safety regulations.

Click on the **Health and Safety Tab** at the top of the display to get to the first data entry page. ***NOTE:*** You must enter the appropriate health and safety information for each student hire or rehire, otherwise you will not be able to save the record.

Address Information **Health & Safety** Job Data Account Data Summary

EmpID: 0022365

Please select work setting as appropriate for this student hire: Campus Services, Yerkes, or All Others

| Question | *Yes or No |
|----------|------------|
| 1        | No         |

- 1) To select the appropriate work setting, use the magnifying glass to make your selection.

EmpID: 0022365

Please select work setting as appropriate for this student hire: Campus Services, Yerkes, or All Others

| Question | *Yes or No |
|----------|------------|
| 1        | No         |

- 2) The next page will allow you to make the appropriate selection for the student's work setting. Click on your selection from the list of results.

Question Set ID: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Search Results**  
View All First  1-3 of 3  Last

| Question Set ID            | Description                     |
|----------------------------|---------------------------------|
| <a href="#">ALL OTHERS</a> | <a href="#">All Others</a>      |
| <a href="#">CAMPUS SER</a> | <a href="#">Campus Services</a> |
| <a href="#">YERKES</a>     | <a href="#">Yerkes</a>          |

- 3) Depending on your selection for the student's appropriate work setting, you will automatically be routed to one of the following question sets. You will answer the questions using the corresponding drop down boxes. ***NOTE:*** It is important that you answer all questions before moving on to the next tab.

**Health and Safety Question Set for All Others (Departments not Campus Services or Yerkes)**

EmpID: 0022365

Please select work setting as appropriate for this student hire: Campus Services, Yerkes, or All Others

ALL OTHERS

| Question  | *Yes or No |
|---|------------|
| 1 Does this position involve supervising other employees?   | No         |
| 2 Does this position involve human subjects research?   | No         |
| 3 Does this position involve animal contact - Division of Animal Resources (DAR) or laboratory work with lab animals? | No         |
| 4 Does this position work in a laboratory?  | No         |
| 5 Does this position involve work in a BSL2 or BSL3 laboratory?   | No         |
| 6 Does this position involve clinical patient contact?  | No         |
| 7 Does this position involve radioactive materials and/or Radiation Devices?  | No         |
| 8 Will this employee need unescorted access to an irradiator?   | No         |

## Health and Safety Question Set for Campus Services

EmpID: 0022365

Please select work setting as appropriate for this student hire: Campus Services, Yerkes, or All Others

CAMPUS SER

| Question  | *Yes or No |
|---|------------|
| 1 Will this individual be working for Campus Services?        | No         |
| 2 Will this employee need unescorted access to an irradiator? | No         |

## Health and Safety Question Set for Yerkes

EmpID: 0022365

Please select work setting as appropriate for this student hire: Campus Services, Yerkes, or All Others

YERKES

| Question   | *Yes or No |
|--|------------|
| 1 Will this employee need unescorted access to an irradiator?  | No         |
| 2 Does this position involve working with human blood, body fluids, tissues, or other potentially infectious materials?      | No         |
| 3 Does this position involve potential exposure to hazardous chemicals?  | No         |
| 4 Does this position involve working with nonhuman primates (nhp), nhp tissue, body fluids or equipment contaminated by nhp? | No         |
| 5 Does this position involve working with radioactive materials or devices?  | No         |
| 6 Does this position involve working with animals?   | No         |

- 4) Once you have answered all of the health and safety questions, you may begin entering the student’s job data.


**Entering Job Data for the Hire/Rehire Record**


Click on the **Job Data Tab** at the top of the display to get to the second data entry page.

Name: Dooley,James Warren


National ID: 255669669


EmpID: 0022365


Term:   \*


Job Code:   \*


Job Trak #:  \*


Job Start Date:   \* (MM/DD/YYYY)


Job End Date:   \* (MM/DD/YYYY)

Department:   \*

Primary Department:   \*

Location Code:   \*

Pay Check Location:   \*


Mailstop:   \*

Standard Hours:  \*

Compensation Rate:  \* (Enter using ##.## format.)

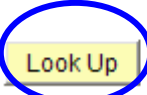
\* = Required Items  
 \* = Required if Jobcode is 9998

1) To find the academic term code, click on the magnifying glass next to the term field.

Term:   \*

### Look Up Term

Term:

   [Basic Lookup](#)

“Click on the “Lookup” button

## Look Up Term

Term:

[Basic Lookup](#)

### Search Results

View All First  1-9 of 9  Last

| Term                 | Description                 |
|----------------------|-----------------------------|
| <a href="#">5071</a> | <a href="#">Spring 2007</a> |
| <a href="#">5076</a> | <a href="#">Summer 2007</a> |
| <a href="#">5079</a> | <a href="#">Fall 2007</a>   |
| <a href="#">5081</a> | <a href="#">Spring 2008</a> |
| <a href="#">5086</a> | <a href="#">Summer 2008</a> |
| <a href="#">5089</a> | <a href="#">Fall 2008</a>   |
| <a href="#">5091</a> | <a href="#">Spring 2009</a> |
| <a href="#">5096</a> | <a href="#">Summer 2009</a> |
| <a href="#">5099</a> | <a href="#">Fall 2009</a>   |

Select the first term in which the student will be working. The term number will be populated on the data entry page for the student. Press Tab to move to the next field.

2) Enter the Job Code and press Tab or click on the magnifying glass next to Job Code:

Term:   \*

Job Code:   \*

## Look Up Job Code

Job Code:

Description:

[Basic Lookup](#)

## Look Up Job Code

Job Code:

Description:

[Basic Lookup](#)

### Search Results

View All First  1-5 of 5  Last

| Job Code             | Description                             |
|----------------------|---|
| <a href="#">9900</a> | <a href="#">Student Employee/BW</a>     |
| <a href="#">9901</a> | <a href="#">Training Fellow</a>         |
| <a href="#">9905</a> | <a href="#">Research Fellow/Trainee</a> |
| <a href="#">9910</a> | <a href="#">Student Employee/Mo</a>     |
| <a href="#">9998</a> | <a href="#">Work Study Student</a>      |

Select the desired job code (9998) and it will be populated on the entry screen. Press Tab key twice.

3) Enter the 9-digit MonsterTrak Code from the Student Employment job posting system (required if hiring as a Federal-funded workstudy student hire in job code 9998 and optional for all other job codes). Press Tab once.

4) Enter Job Start Date using MM/DD/YY (ex.: 08/31/2008) and press Tab twice.

5) Enter Job End Date using this format (ex.: 05/14/2009) and press Tab twice.

6) Enter the Dept Number (letter U or N + 6 digits) & the Primary Department Number and press Tab twice. If you do not know the department number, you may search for it.

If you click on the arrow, you will get a search screen for departments. This is NOT recommended. The U+6 digits display last.

Instead, search for your dept. number using (ex: U22) and you will get a list of all University dept number that begin with 22.

## Look Up Department

Department: begins with ▼ U22

Description: begins with ▼

Look Up

Clear

Cancel

[Basic Lookup](#)

## Look Up Department

Department: begins with ▼ U22

Description: begins with ▼

Look Up

Clear

Cancel

[Basic Lookup](#)

## Search Results

View All First ◀ 1-19 of 19 ▶ Last

| Department              | Description  |
|-------------------------|--|
| <a href="#">U220000</a> | <a href="#">Inst for Comparative &amp; Intl St</a> |
| <a href="#">U220001</a> | <a href="#">ICIS:Center for Intl Program</a>       |
| <a href="#">U220002</a> | <a href="#">ICIS:Asian Studies</a>                 |
| <a href="#">U220003</a> | <a href="#">ICIS:IAS</a>                           |
| <a href="#">U220004</a> | <a href="#">ICIS:LACS</a>                          |
| <a href="#">U220005</a> | <a href="#">EC:Language Center</a>                 |
| <a href="#">U220006</a> | <a href="#">EC:Language Center/CASA</a>            |
| <a href="#">U220007</a> | <a href="#">EC:ICIS-Irish Studies Program</a>      |
| <a href="#">U221000</a> | <a href="#">EC:Chemistry</a>                       |
| <a href="#">U222000</a> | <a href="#">EC:Classics</a>                        |
| <a href="#">U222001</a> | <a href="#">EC:Classical Studies Program</a>       |
| <a href="#">U223000</a> | <a href="#">EC:Creative Writing</a>                |
| <a href="#">U224000</a> | <a href="#">EC:Economics</a>                       |
| <a href="#">U225000</a> | <a href="#">EC:Educational Studies</a>             |
| <a href="#">U225001</a> | <a href="#">EC:CBN Undergraduate Ed</a>            |
| <a href="#">U226000</a> | <a href="#">EC:French And Italian</a>              |
| <a href="#">U227000</a> | <a href="#">EC:English</a>                         |
| <a href="#">U228000</a> | <a href="#">EC:German Studies</a>                  |
| <a href="#">U229000</a> | <a href="#">EC:Comparative Literature</a>          |

7) Type in Location Code, Paycheck Location (7 digits). You may click on the magnifying glass to search for Location Codes or enter the code and hit Tab twice to enter the next field of data.

### Look Up Location Code

Location Code:

Description:

[Basic Lookup](#)


### Search Results

[View All](#)      First  1-10 of 10  Last

| Location Code           | Description                             |
|-------------------------|---|
| <a href="#">2040001</a> | <a href="#">ATWOOD CHEMISTRY CENTER</a> |
| <a href="#">2040002</a> | <a href="#">ATWOOD CHEMISTRY CENTER</a> |
| <a href="#">2040003</a> | <a href="#">ATWOOD CHEMISTRY CENTER</a> |
| <a href="#">2040004</a> | <a href="#">ATWOOD CHEMISTRY CENTER</a> |
| <a href="#">2040005</a> | <a href="#">ATWOOD CHEMISTRY CENTER</a> |
| <a href="#">2040006</a> | <a href="#">ATWOOD CHEMISTRY CENTER</a> |
| <a href="#">2040007</a> | <a href="#">ATWOOD CHEMISTRY CENTER</a> |
| <a href="#">2040008</a> | <a href="#">ATWOOD CHEMISTRY CENTER</a> |
| <a href="#">2040009</a> | <a href="#">ATWOOD CHEMISTRY CENTER</a> |
| <a href="#">2040010</a> | <a href="#">ATWOOD CHEMISTRY CENTER</a> |

8) Type in the Mailstop number and include - marks. To search for a Mailstop, click on the magnifying glass next to the Mailstop field.

**Pay Check Location:**  

**Mailstop:**  

In the Mailstop field, type in the first few numbers of the building location code to see the mailstops associated with that location (building)

## Look Up Mailstop

Mailstop:

Location Code:

[Basic Lookup](#)

### Search Results

[View All](#) First  1-2 of 2  Last

| Mailstop                     | Location Code           | Description                  |
|------------------------------|-------------------------|------------------------------|
| <a href="#">2040-003-1AA</a> | <a href="#">2040003</a> | <a href="#">EC:Chemistry</a> |
| <a href="#">2041-003-1AA</a> | <a href="#">2041003</a> | <a href="#">EC:Chemistry</a> |

Select the Mailstop you want from the search results list and it will be populated in the job data page.

9) Type in Standard Hours/Week and press Tab.

10) Type in Compensation Rate using dollar and cents format designated on the form (##.## with no dollar signs). **Remember to key in an hourly compensation rate for biweekly student employees (9900) and work-study students (9998). Enter a monthly compensation rate for training fellows (9901 or 9905) and monthly student employees (9910).**

**Standard Hours:**  \*

**Compensation Rate:**  \* (Enter using ##.## format.)

**DO NOT ENTER A SECOND JOB NOW AND DO NOT CLICK N THE SAVE BUTTON. ENTER THE ACCOUNT INFO ON THE FIRST JOB before entering another job.**

11) Click on the **Account Data Tab** at the top of the screen.

12) Click on the magnifying glass next to Pay Configuration to get the next screen:

Address Information Health & Safety Job Data Account Data Summary

Name: Dooley, James Warren National ID: 255669669  
EmplID: 0022365  
Department: U221000  
Job Code: 9998

Pay Configuration:    Shift Eligible  Off-Site Clock-In Allowed

| Percent of Distribution | Account Code         | Sub Account Code | Department           | Total Percent |
|-------------------------|----------------------|------------------|----------------------|---------------|
| 1                       | <input type="text"/> | 1890             | <input type="text"/> |               |

Click on the magnifying glass to get this screen:

Select one of the following values:

|      |                 |
|------|-----------------|
| 0101 | One Hour Lunch  |
| 0102 | Half Hour Lunch |
| 0103 | 45 Min Lunch    |
| 0104 | No Lunch        |

Make your selection of the length of the student's lunch time.

On KRONOS, if the student works 6.5 consecutive hours, the system will automatically deduct the lunch period length designated by the department.

The pay configuration fields will only display on entry screens for student hires in biweekly paid job codes 9900 and 9998, and not on hire entry screen for students in monthly paid job codes 9910, 9901, or 9905.

**NOTE: This pay configuration field is required for all departments. All the other KRONOS fields are optional.**

13) Key in a unit number if your dept. divides up employees into timekeeping groups. Unit numbers are four characters long, digits only.

Unit 1 = 0001

Unit 2 = 0002

Unit 3 = 0003

14) Student employees are not shift eligible.

15) Students will need to clock in and out from the department office unless you select off-site clock-in by clicking the mouse in the box to the left.

*Keying in the pay configuration, unit, and other KRONOS information on OPUS replaces the paper version of the KRONOS Information sheet. You no longer need to mail or send the sheet for biweekly student hires or biweekly student rehires entered on OPUS.*

| Address Information       | Health & Safety | Job Data               | Account Data                            | Summary   |
|---------------------------|-----------------|------------------------|---|---|
| Name: Dooley,James Warren |                 | National ID: 255669669 | EmplID: 0022365                         | Department: U221000   |
|                           |                 | Job Code: 9998         |   |   |
| <b>Pay Configuration</b>  |                 |                        |   |   |
| Pay Configuration: 0104   |                 | DDI Unit: 0001         | <input type="checkbox"/> Shift Eligible | <input checked="" type="checkbox"/> Off-Site Clock-In Allowed |

## KEYING IN THE JOB EARNINGS DISTRIBUTION INFORMATION

16) Key in the first distribution percent. Press the Tab key and enter the 6 digit Account Code. Press the tab key and enter in the 4 digit Sub Account Code. Press the Tab Key to enter the 7 character department code (U or N + 6 digits).

**DO NOT TYPE IN A 70% Distribution Row for Work-Study Hires. The data is auto-supplied. Just key in the other 30% for your department accounts.**

Address Information   Health & Safety   Job Data   Account Data   Summary

Name: Dooley,James Warren   National ID: 255669669  
 EmplID: 0022365  
 Department: U221000  
 Job Code: 9998

Pay Configuration

Pay Configuration: 0104   DDI Unit: 0001    Shift Eligible    Off-Site Clock-In Allowed

| Percent of Distribution | Account Code | Sub Account Code | Department | Total Percent |
|-------------------------|--------------|------------------|------------|---------------|
| 1                       | 30           | 110114           | 1890       | U221000       |

**Click on “+” button to insert a new distribution row.  
 Click on the “-” button to delete a distribution row**

17) Insert as many rows as necessary. Be sure the percents total 30% before saving the information for job code 9998. **Do not leave a distribution row with 0%.**

18) Emory HR Web Student Hire will not accept account numbers to which wages have never been charged. You will get an error message that the account is invalid. In those instances, forward a copy of your attempted entry to Human Resources Data Services with a note about the error message. Please write in the account(s).

This is what the error message will look like if you use an account to which wages have never been charged or if you type in an account number with the dash after the first digit:



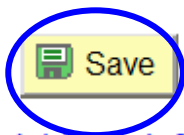
Send the copy of the attempted entry to HR Data Services with the rest of the hire paperwork with a quick note as to why the data was not entered into the Emory HR Web Student Hire System.

*If the attempted entry was for a Federal Workstudy hire (job code 9998), you must also send a copy of the entry to the Student Employment Office (B. Jones Building, 3<sup>rd</sup> floor) and note the MonsterTrak Number. Student Employment MUST have a copy of all hire data for every Workstudy hire and unless you send them a copy of entries that cannot be entered on HR Web Student Hire, that office will not be in compliance at the yearly audit. You do not need to send Student Employment copies of your successful entries.*

19) When you get this error message, you may choose to change the account code if you wish. Click on the OK button on the error message dialogue box and then enter your changes.

20) The system will require you to use the correct sub-account codes for each job code. Those codes have been determined by the Controller's Office. The correct sub-account code to use for entry of workstudy hires is 1890.

21) **\*\*\*\*\*Be sure to hit the "SAVE" button in the lower left hand corner or your hire entry will be NOT be saved/visible to Human Resources.**



[Address Information](#) | [Health & Safety](#) | [Job Data](#) | [Account Data](#) | [Summary](#)

22) If the student has been awarded Federal Workstudy funding and has accepted the award, the system will save your entry.

23) *The Summary Tab for hires and rehires in job code 9998 (Federal workstudy) will display the funding amounts. It is the responsibility of*

*the hiring department and the student to ensure that the student earns no more than the funded amount.*

24) If the student earns all the allotted workstudy funds and you wish to keep the student on staff, send a termination Human Resources Action Form to Student Employment for the workstudy position and rehire the student on the HR Web Student Hire system using a start date that is effective the first day the FWS funding is expired, and also use job code 9900 and subaccount code 1820, charging 100% of the wages to your dept. accounts. NOTE: the KRONOS ID will change when you do this – you must make sure the student is using the correct KRONOS ID. Call Data Services to verify if unsure.

25) If the student has not been awarded Federal workstudy funding OR if the student HAS been awarded Federal workstudy funding and has not yet signed a form accepting the award, and you entered a hire record with a job code of 9998, you will get this message when you try to save the entry:



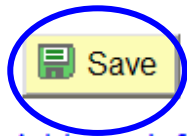
CALL Financial Aid to verify. If the student has work-study funding, direct the student to go to Financial Aid immediately to complete the Financial Aid file. Once this is done, you may hire the student using job code 9998 and 70% of the wages will automatically be charged to the designated Federal account.

26) If the student does NOT have work study funding, click on the “Add” button at the bottom right of the page and do NOT save the workstudy job entry. *Enter a new entry for a non-workstudy job, using job code 9900, sub-account code 1820, with 100% of the wages charged to your department accounts. DO NOT JUST EDIT THE WORKSTUDY ENTRY.*

27) When you have completed all your entries, you must click on “Sign Off” in the upper right corner and close the browser before you leave HR Web Student Hire. This will keep the confidential data secure.

## Saving Hire/Rehire Data Entry

**Data Services will not be able to see your data entry to approve it for hire unless you scroll to the bottom of the page and click on the “Save” button.**



[Address Information](#) | [Health & Safety](#) | [Job Data](#) | [Account Data](#) | [Summary](#)

## Summary of Data Entry

Click on the Summary tab at the top of the page to see all the data entered on a student. Print a copy for your records by clicking on your browser’s print icon.



Managers Add

SRCLEVE on 10/10/11

Home | Add Manager | Search

[Address Information](#) | 
 [Health & Safety](#) | 
 [Job Data](#) | 
 [Account Data](#) | 
 [Summary](#)

**Name:** Douky James Wilson      **National ID:** 250009005  
**EmpID:** 0022385  
**Date of Birth:** 01/12/1962

**Job Code:** 9900  
**Job Title #:**  
**Job Start Date:** 08/24/2008  
**Job End Date:** 05/15/2009  
**Department:** U021000    EC Chemistry  
**Primary Department:** U021000    EC Chemistry  
**Location Code:** 2040003    ATWOOD CHEMISTRY CENTER  
**Pay Check Location:** 2040003    ATWOOD CHEMISTRY CENTER  
**Workweek:** 2040-000-1AA    EC Chemistry  
**Std Hrs/Wk:** 10.00  
**Comp Rate:** \$7.500000  
**Fell Award Amount:**  
**Sp Award Amount:**  
**Str Award Amount:**  
**Pay Configuration:** 0104  
**ODR Unit:** 0001  
 Off Site Clock-in Allowed     Shift Eligible

| Percent of Distribution | Account Code | Sub Account Code | Department | Total Percent |        |
|-------------------------|--------------|------------------|------------|---------------|--------|
| 1                       | 100.000      | 110114           | 1025       | U021000       | 100.00 |

**Health & Safety Questions**

Work Setting: ALL OTHERS

| Question  | Yes or No |
|---|-----------|
| 1 Does this position involve supervising other employees?   | Yes       |
| 2 Does this position involve human subjects research?   | No        |
| 3 Does this position involve animal contact - Division of Animal Resources (DAR) or laboratory work with lab animals? | No        |
| 4 Does this position work in a laboratory?  | Yes       |
| 5 Does this position involve work in a BSL2 or BSL3 laboratory?   | No        |
| 6 Does this position involve direct patient contact?  | No        |
| 7 Does this position involve radioactive materials and/or Radiation Devices?  | No        |
| 8 Will the employee need unescorted access to an irradiation?   | No        |

## Entering Multiple Hire/Rehires

To hire or rehire another student, scroll to the bottom of the page and click on the “Add” button.

Save

[Address Information](#) | 
 [Health & Safety](#) | 
 [Job Data](#) | 
 [Account Data](#) | 
 [Summary](#)



# Central Office Pre-Approvals for OPUS Hire/Rehire Data Entry

**If your data entry is for a Teaching Assistant and requires pre-approval** from the Emory College Administration Office, or if it requires pre-approval from the Medical School Administration Office, **fax a copy of the entry to that office for signature approval** to be signed and faxed to Human Resources Data Services. The HRDS fax number is (404) 727-4008.

# Failure to Enter Data Correctly = Mistakes Affecting Checks and Audits

## Job Codes, Paygroups, Sub-accounts, Dept. #s, Start/End Dates:

| Job Code   | Pay Frequency And Compensation Rate | Sub Account Codes  | U or N before all 6 digit Dept. and Primary Dept. #s? | Pay Period and Job Start /End dates  |
|--|-------------------------------------|--|---|--|
| 9998<br>Federal<br>Work<br>Study   | Biweekly/Hourly                     | 1890   | U   | Sundays/Saturdays  |
| 9900<br><br>Non<br>Work<br>Study<br>Biweekly   | Biweekly/Hourly                     | 1820<br>Undergrad;<br>1818 Grad<br>Student<br>(1850 if<br>approval<br>needed from<br>EC Admin) | U   | Sundays/Saturdays  |
| 9910<br>Monthly<br>Paid Hires<br>(Research<br>or<br>Teaching<br>Assistant<br>or RAs) | Monthly/Monthly                     | 1811<br>(1850 if<br>approval<br>needed from<br>EC Admin)                                       | U   | 1 <sup>st</sup> of the month<br>for both start and<br>end or will prorate<br>the pay |
| 9901<br>(NRSA<br>Federal<br>Stipend<br>Training<br>Fellow)                           | Monthly/Monthly                     | 7210 if US or<br>Perm Resident<br>7211 if<br>Nonresident<br>Alien                              | N   | 1 <sup>st</sup> of the month<br>for both start and<br>end or will prorate<br>the pay |
| 9905   | Monthly/Monthly                     | 7225 if US or  | N   | 1 <sup>st</sup> of the month   |

|                                 |  |  |  |  |
|---------------------------------|--|--|--|--|
| Federal Stipend Training Fellow |  | Perm Resident<br>7226 if<br>Nonresident<br>Alien |  | for both start and end or will prorate the pay |
|---------------------------------|--|--|--|--|

Department: \_\_\_\_\_ Location Code: \_\_\_\_\_ Mailstop: \_\_\_\_\_

## Job Code 9998 (Federally-Funded Workstudy Hire) Sample Hire Entry

**Term:**  \*

**Job Code:**  \*

**Job Trak #:**  \*

**Job Start Date:**  \*

**Job End Date:**  \*

**Department:**  \*

**Primary Department:**  \*

**Location Code:**  \*

**Pay Check Location:**  \*

**Mailstop:**  \*

**Standard Hours:**  \*

**Compensation Rate:**  \*

**Pay Configuration**  
 Pay Configuration:  \*   Shift Eligible  Off-Site Clock-In Allowed

| Customize   Find   View All   First 1 of 1 Last |                                 |   |  |                               |
|---|---------------------------------|---|--|-------------------------------|
| Percent of Distribution                         | Account Code                    | Sub Account Code  | Department   | Total Percent                 |
| 1   | <input type="text" value="30"/> | <input type="text" value="156802"/> * <input type="text" value="1890"/> | <input type="text" value="U287000"/> * <input type="text" value=""/> | <input type="text" value=""/> |

# Job Code 9900 Sample Hire Entry (Biweekly Non-workstudy)

**Term:**  \*

**Job Code:**  \*

**Job Trak #:**  \*

**Job Start Date:**  \*

**Job End Date:**  \*

**Department:**  \*

**Primary Department:**  \*

**Location Code:**  \*

**Pay Check Location:**  \*

**Mailstop:**  \*

**Standard Hours:**  \*

**Compensation Rate:**  \*

**Pay Configuration**  
 Pay Configuration:  \*   Shift Eligible  Off-Site Clock-In Allowed

| Customize   Find   View All   First 1-2 of 2 Last |                                     |                                     |                                   |                                      |               |   |
|---|-------------------------------------|-------------------------------------|-----------------------------------|--------------------------------------|---------------|---|
|   | Percent of Distribution             | Account Code                        | Sub Account Code                  | Department                           | Total Percent |   |
| 1   | <input type="text" value="50.000"/> | <input type="text" value="110118"/> | <input type="text" value="1820"/> | <input type="text" value="U221000"/> | 50.00         | <input type="button" value="+"/> <input type="button" value="-"/> |
| 2   | <input type="text" value="50.000"/> | <input type="text" value="110116"/> | <input type="text" value="1820"/> | <input type="text" value="U221000"/> | 100.00        | <input type="button" value="+"/> <input type="button" value="-"/> |

# Job Code 9910 (Monthly Non-stipend) Sample Hire Entry

**Term:**  \*  \* Fall 2008  
**Job Code:**  \*  \* Student Employee/Mo  
**Job Trak #:**  \*  
**Job Start Date:**  \*  \* (MM/DD/YYYY)  
**Job End Date:**  \*  \* (MM/DD/YYYY)  
**Department:**  \*  \* Oxford College  
**Primary Department:**  \*  \* Oxford College  
**Location Code:**  \*  \* SENEY HALL  
**Pay Check Location:**  \*  \* SENEY HALL  
**Mailstop:**  \*  \* Oxford College  
**Standard Hours:**  \*  
**Compensation Rate:**  \* (Enter using ###.## format.)

| Customize   Find   View All   <input type="button" value="📄"/> First <input type="button" value="⏪"/> 1 of 1 <input type="button" value="⏩"/> Last |                                  |  |                                   |   |   |
|--|----------------------------------|--|-----------------------------------|---|---|
|  | Percent of Distribution          | Account Code   | Sub Account Code                  | Department  | Total Percent   |
| 1  | <input type="text" value="100"/> | <input type="text" value="145890"/> * <input type="button" value="🔍"/> | <input type="text" value="1811"/> | <input type="text" value="U261000"/> * <input type="button" value="🔍"/> | <input type="button" value="+"/> <input type="button" value="-"/> |

# Job Code 9901 (Monthly Stipend) Sample Record

**Term:**  \*

**Job Code:**  \*

**Job Trak #:**  \*

**Job Start Date:**  \*

**Job End Date:**  \*

**Department:**  \*

**Primary Department:**  \*

**Location Code:**  \*

**Pay Check Location:**  \*

**Mailstop:**  \*

**Standard Hours:**  \*

**Compensation Rate:**  \*

| Customize   Find   View All   First 1-2 of 2 Last |                         |                                     |                                   |                                      |               |   |
|---|-------------------------|-------------------------------------|-----------------------------------|--------------------------------------|---------------|---|
|   | Percent of Distribution | Account Code                        | Sub Account Code                  | Department                           | Total Percent |   |
| 1   | 64.000                  | <input type="text" value="110114"/> | <input type="text" value="7210"/> | <input type="text" value="N483000"/> | 64.00         | <input type="button" value="+"/> <input type="button" value="-"/> |
| 2   | 36.000                  | <input type="text" value="110118"/> | <input type="text" value="7210"/> | <input type="text" value="N483000"/> |               | <input type="button" value="+"/> <input type="button" value="-"/> |

# Job Code 9905 (NRSA Stipend) Sample Record

**Term:**  \*

**Job Code:**  \*

**Job Trak #:**  \*

**Job Start Date:**  \* (MM/DD/YYYY)

**Job End Date:**  \* (MM/DD/YYYY)

**Department:**  \*

**Primary Department:**  \*

**Location Code:**  \*

**Pay Check Location:**  \*

**Mailstop:**  \*

**Standard Hours:**  \*

**Compensation Rate:**  \* (Enter using ###.### format.)

| Customize   Find   View All   First 1-3 of 3 Last |                                     |                                     |                                   |                                      |  |
|---|-------------------------------------|-------------------------------------|-----------------------------------|--------------------------------------|--|
|   | Percent of Distribution             | Account Code                        | Sub Account Code                  | Department                           | Total Percent  |
| 1   | <input type="text" value="22.000"/> | <input type="text" value="110114"/> | <input type="text" value="7225"/> | <input type="text" value="N477000"/> | <input type="text" value="22.00"/> <input type="button" value="+"/> <input type="button" value="-"/> |
| 2   | <input type="text" value="30.000"/> | <input type="text" value="110118"/> | <input type="text" value="7225"/> | <input type="text" value="N477000"/> | <input type="text" value="52.00"/> <input type="button" value="+"/> <input type="button" value="-"/> |
| 3   | <input type="text" value="48.00"/>  | <input type="text" value="110116"/> | <input type="text" value="7225"/> | <input type="text" value="N477000"/> | <input type="text" value=""/> <input type="button" value="+"/> <input type="button" value="-"/>      |

## Correcting Data Entry Errors

It is the responsibility of the person doing the data entry to double-check all data entry before saving. If you make a mistake while entering any hires, you must correct the mistake immediately. You will access your previously entered data and key in the correct data and then save the entry.

**You may access previously entered hire data by using the Hiring Manager Update menu option.**



Clicking on that menu option will bring you to a page at which you can search for the record you need to update/correct.

**BE SURE TO SAVE YOUR CHANGES!**

***NOTE:*** This function is only available to you up to the point that HR Data Services approves the hire record. Once the record has been approved by HR Data Services, corrections/changes must be submitted via a Human Resources Action Form.

## Hiring Managers Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

---

EmplID:


Sequence:

National ID:

Job Code:

Department:

Last Name:

[Basic Search](#)  [Save Search Criteria](#)

1) Search for the desired hire record as you did when you first entered the program. Enter the Last Name in ALL CAPS and click on the search button OR enter the National ID (Social Security Number) OR Empl ID and click on the Search button. **Searching by national ID (SSN) or Empl ID is highly recommended.**

Search results will appear under the blue bar on in that page:

2) Verify that you have located the correct student. If there are multiple jobs in the system for that student, be sure to select the correct entry. If you have not located the correct student record, click on the Clear button and try a new search.

Once Data Services has approved your entry, you will no longer be able to access the records. In those instances, you will need to submit corrections to mailstop, salary, or account distributions via Emory HR web and all other data changes via a HRAF.

3) **If you have located the correct student, click on the Job Data Tab to make changes or click on the Account Data Tab to make changes.** As long as the data is enclosed in boxes, you are able to edit.

4) Enter your changes, verify them, and **then scroll to the bottom of the screen and click on the Save button.**

5) Be sure to print out a copy for your records.

## Data Services Use of this System

**All student hire entry (for job codes 9998, 9900, 9901, 9905, & 9910) will be accessible to Data Services immediately after department representatives save the data entry.** Data Services will check each entry and verify that the appropriate hiring paperwork has been received: tax forms and Form I-9, etc.

**NOTE:** Data Services staff will NOT have the ability to correct any hire data that has been incorrectly entered and saved by a department. **Departments need to make any corrections in HR Web Student Hire on the same date as the entry.**

Once an entry has been approved, an e-mail confirmation will be sent to your Login ID@emory.edu. If this address does not match your daily work e-mail address, then you need to contact AAIT's Help Desk @ 404-727-7777 to establish a preferred e-mail address. For example, if you set a preference to use an e-mail address of [ID@yahoo.com](mailto:ID@yahoo.com), then any messages being sent to [ID@emory.edu](mailto:ID@emory.edu) will be forwarded to [ID@yahoo.com](mailto:ID@yahoo.com). If you use another person's login ID (which you are NOT supposed to do), that person will receive e-mail notification of the approval.

Any corrections needed after a Data Services approval message has been received will need to be submitted in writing on a signed HRAF to Data Services prior to the payroll run date.

Once a hire or rehire is approved in HR Web Student Hire, the job data is no longer available via Hiring Manager Update. It is available via Emory HR Web under View Only > Job Summary after the data is loaded overnight from Emory HR Web Student Hire to HR/Payroll. Biweekly hires will not be able to clock in and out until the data loads into the KRONOS system. Once timekeepers are able to see new biweekly hires and rehires, the display in KRONOS will show what the 9-digit KRONOS ID is for clocking in and out. It is the department timekeeper's responsibility to show each student hire or rehire how to use the timekeeping system and to make sure that time is being submitted on the correct employee record. See HR Data Services with questions.

## Supervising Students

- **Clearly identify persons with these roles**
  - Dept representative
  - Timekeeper
  - Supervisor
- **Establish clear lines of communication**
  - i.e.: for issues relative to timesheet data, the student, supervisor and timekeeper must all be notified
- **Establish work schedule for student**
- **Establish designated phone for clock-in/out (not required for Teaching Assistants , Research Assistants or Resident Assistants)**
- **Establish a standard means for students to verify hours worked with the supervisor**
- **Provide a copy of the job description to students**
  - Federal Workstudy employment and student employment is NOT study time!
- **Students with meaningful work are more successful/motivated employees**
- **Envision this as a means to provide professional development for the students**
- **Returning students should have increased responsibility and pay if possible. Provide career ladder w/in student jobs**
- **Determine regular meeting time with student employees**
- **To the extent possible, supervise student employees as you would staff employees**
- **Provide performance metrics and feedback**

- Follow disciplinary process if necessary
  - Seek guidance from Student Employment

## Computer Security/User Support

It is extremely important for you to restrict access to Emory HR Web Data. It is against University policy for you to share your login and password with others. Every employee entering data should have a personal access account. All data access and entry is tied to individual account IDs. Account holders are responsible for any actions performed through the use of their account.

**Issue of each account for student hire entry will be subject to supervisor approvals and approval by the University Registrar before Human Resources Technical Services will provision the account.**

**NOTE: Under no circumstances should student employees be accessing this data or entering this hire data for a department.**

Access to and use of student data on Emory HR Web is restricted by Federal Regulations. In using your account, you agree to abide by and uphold these FERPA regulations:

“Through the entry of my login ID and password I affirm that I understand the regulations governing the use and/or release of student data. I agree to follow the regulations set forth in the University's Policy on the Confidentiality and Release of Information about Students and the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. “

# Keeping Emory HR Web Data Secure – Logging Off

The system will automatically time-out after a predefined period of keyboard or mouse inactivity.

When you are done with your entry, be sure to click on “Sign Out” in the upper right hand corner:

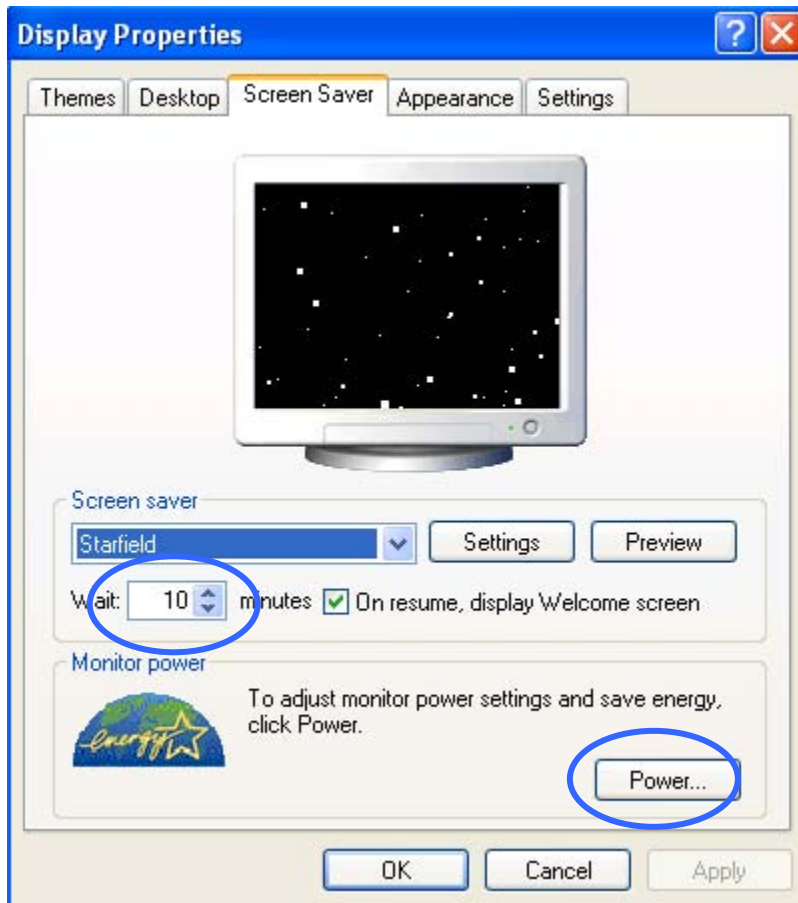


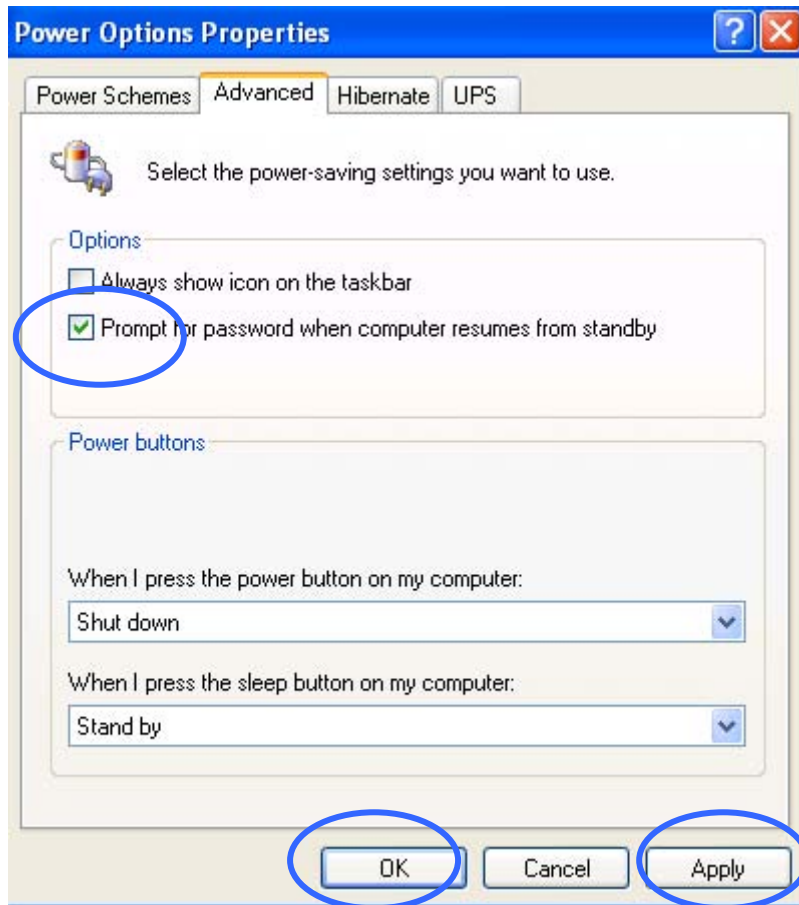
You will be returned to the login screen. To make sure no one can hit the back button or see the history of your transactions, click on the File Menu in the upper left corner and select “Close”:



**If at all possible, create a screen saver password to keep HR Web even more secure:**

- 1) Click on Start
- 2) Select Control Panel
- 3) Select Appearance and Themes
- 4) Select Choose a Screen Saver
- 5) Select 10 minutes
- 6) Click on the Power Button
- 7) Under Advanced Tab, in the Options Box, Select “Always prompt for password when computer resumes from standby”
- 8) Click Apply button
- 9) Click OK





# HR Web Student Hire Support

- To re-set passwords, contact AAIT Helpdesk (404) 727-7777.
- To report problems or receive assistance:
  - Shauntae Cleveland, Human Resources Data Services, HRIS Specialist II, (404) 712-9274
  - Shanterria Baker, Human Resources Data Services, HRIS Specialist II, (404) 727-0227
  - Sherry Stodghill, Human Resources Data Services, HRIS Specialist III, (404) 727-6066
  - Financial Aid, Student Employment (404) 727-6039 (Federal Workstudy and MonsterTrak Support)
  - Finance Division, Payroll Office - for KRONOS questions (404) 727-6100
- Send HRAFs and forms to : Mailstop 1599-001-1AP Human Resources Data Services, 1599 Clifton Road, Atlanta, GA 30322
- HR Data Services Fax: (404) 727-4008
- For online access to HR forms and manuals for HR Reps:  
<http://emory.hr.emory.edu/eu/managerstoolkit/index.html>
  - See Link to Employing Students for forms and instructions
- To access the Student Employment Web Site:  
[http://www.emory.edu/FINANCIAL\\_AID/student\\_employment/index.php](http://www.emory.edu/FINANCIAL_AID/student_employment/index.php)