



REAL SUPPORT TOOLKIT

Rollins Earn and Learn (REAL) is a signature program funded by Rollins that offers full-time MPH/MSPH students valuable opportunities to earn while they learn through applied public health experiences in real-world settings. Students may earn up to \$3,000 per semester at federal, state, and other government agencies, as well as Emory-affiliated programs, for-profit, and nonprofit organizations throughout Atlanta.

Visit the [REAL website](#) to learn more, including all those involved in administering the program.

TOPIC	RESOURCE
Aspects of a REAL job	<p>A REAL position includes aspects of the MPH/MSPH foundational competencies and includes a semesters worth of work (see here for an example of a REAL job description).</p> <p>We highly recommend employers and students complete the Student Work Plan Document to assist both parties in reaching professional development goals based on the foundational competencies.</p>
Important dates for REAL	Check out the REAL calendar for important dates, including soft deadlines for securing a job each semester.
Become a REAL partner	There are 5 main steps to get real with Rollins Earn and Learn (REAL). Potential partners can fill out the REAL Partner Interest Form . Our website is also a great resource to learn more about REAL partnerships.
REAL Student Hiring System	<p>REAL uses Salesforce to engage students and employers in the hiring system with features, including MOU tracking, reporting abilities, award and timekeeping validation, etc. Links to the sign-in page are below:</p> <ul style="list-style-type: none"> • Students + External Partners: Link • Internal Partners: Link
Role of HR for REAL	<p>Human Resources is an important part of the REAL program. They are in charge of the timekeeping system as well as taxes, W-2, and Direct Deposit.</p> <p>Here are some helpful documents from Human Resources to help student employees with Clocking Instructions (under “Time and Attendance”), Employee Timecard Approval, Emory Timecard Adjustment System, and Payroll Questions.</p> <p>For questions relating to Human Resources and the KRONOS timekeeping system, please contact rsphhrhelp@emory.edu. Tax, W-2, and direct deposit questions can be directed to Emory Payroll: 404-727-6100.</p>
Rights and Responsibilities	It is important for student employees and employers to review their rights and responsibilities in the REAL program on our website . We also provide information on topics, including terminations, grievances, changing REAL jobs, and more.



REAL FAQs

QUESTION	ANSWER
As a REAL student, how many jobs can I have?	A student employee may hold a REAL job and non-REAL job simultaneously. However, students are allowed employment in only one job funded through the REAL program at a given time. Furthermore, students may not use the REAL Award for multiple positions in a given semester.
What is the rate of pay for REAL students?	Effective 6/1/2021, the rate of pay for all Rollins Earn and Learn students is \$15.00/hour.
Are international students Emory employees?	Yes. An international student with a REAL award is considered an Emory employee and does not need employee sponsorship.
What are the soft deadlines to secure a REAL job for each semester?	The soft deadline for Fall Semester is October 31. The soft deadline for Spring Semester is March 3. Students are strongly encouraged to search and apply for jobs well in advance of these deadlines on RSPH Career Connection, powered by 12Twenty . Keep track of these dates and more on the REAL Program Calendar .
How do students get paid and keep track of their hours?	Both paychecks and timekeeping fall under Human Resources. Look at this FAQ payroll document for paycheck questions. And take advantage of your Salesforce homepage to track your hours. For questions relating to Human Resources and timekeeping, please contact rsphhrhelp@emory.edu . Tax, W-2, and direct deposit, questions can be directed to Emory Payroll: 404-727-6100 .
What are the recommended hours to work in a REAL position?	Under no circumstance may a student work more than 40 hours per week. The recommended number of hours per week is 10 hours, with the academic year defined as September 1 through the first week of May. See the student orientation slides on Canvas for a more detailed breakdown.
How are religious observances recognized for REAL students?	Consideration must be given to part-time student employees wishing to take leave for religious observances not recognized as university holidays (select major religious observances compiled by the Office of Spiritual and Religious Life). This can be taken as unpaid leave and should not be denied to employees unless it creates undue hardship within a department. Managers are also asked to be mindful of key religious observances when scheduling events, meetings, etc.
What resources are there for bias reporting?	Students may contact Bias Support Services at Emory University to submit a report and/or obtain resources for advocacy and support.