

USDA NIFA AWARD No.2015-38422-24058

Award Title: Water Resources Experiential Learning for USDA Careers

Lead Agency: Cal State San Bernardino University Enterprises Corporation (FF20717)

Award Period: 09/01/15-08/31/19

Si necesita asistencia en Español por favor comunicarse con Laura Ramos a el correo electrónico lramos@csufresno.edu o numero de teléfono 559-278-2066.

How CSU/CCC Students Get Hired and Paid for Water Resources Internships (Except for CSUSB Students)

Getting Hired

1. PLEASE READ ALL INSTRUCTIONS BELOW CAREFULLY.
2. After a student has been approved for a Water Resources Internship from the Water Resources and Policy Initiatives (WRPI) at California State University at San Bernardino (CSUSB), **the student must become an employee of University Enterprises Corporation (UEC) at CSUSB** (<http://uec.csusb.edu/>).
3. The WRPI will notify UEC/HR that the student is eligible for employment, via email, including student's full legal name, address, telephone number and the name of the CSU/CCC they are attending, and status (graduate or undergraduate, which reflects pay rate).
4. UEC/HR will send the student a UEC New Student Hire packet, a New Employee Orientation packet, and instructions for both to review and return all appropriate pages as indicated.
5. The student must fill out all documents in the UEC New Student Hire packet.
6. The student then goes to the HR contact on their CSU/CCC campus (HR Contact information is provided in instructions from UEC) for authorization of their identity and right to work in the U.S. The student brings the **blank** Form I-9 document (in the New Student Hire packet) plus proof of authorization to work in the U.S., including:
 - a. A U.S. passport OR
 - b. A permanent resident card OR
 - c. A photo ID such as a driver's license or school ID card AND Social Security Card or Certified Birth Certificate (these are the most common options)

If the student has additional questions about the Form I-9 and/or allowable forms of identification, please call UEC/HR at (909) 537-7589 before visiting your campus HR office. ***(Students: be sure to tell the HR contact that you are applying for an internship with the Water Resources and Policy Initiatives and will be hired by Cal State San Bernardino).***

7. Next, the student **mails all original, signed forms** that need to be returned (including the completed Form I-9) to:

University Enterprises Corporation
c/o Human Resources UE-104
5500 University Parkway
San Bernardino, CA 92407-2393
Attn: Ingrid Valdez

(We suggest the student keep a copy of all documents mailed to UEC/HR as a backup)

8. All new student employees have to get **all** of their paperwork submitted and E-Verification completed **on or before their first day of work.**
9. The WRPI will send an email with the Confirmation of Hire and the Effective Date to the student and the student's supervisor. Once this email is received, the student can begin work on the internship.

Getting Paid

1. Please **mail** the signature authorization form to the following address so that you may turn in your time sheets electronically. Without this document, you'll need to mail paper copies.
CSUSB Water Resources Institute
5500 University Pkwy PL 401
San Bernardino, CA 92407
2. The student will keep track of the hours worked and record them in a UEC Student Employee Time Sheet, which is posted to the project website. Please TYPE in your hours to the nearest 15-minute increment, using military time as explained here: <http://uec.csusb.edu/payroll/files/TS-Instructions.pdf>
3. Payroll time periods are from days 1-15 and 16-31 of each month. You may not work more than:
 - 6 days in a row.
 - 5 hours in a row without showing a 30-minute break.
 - 8 hours in one day.
 - 20 hours in one week while you are in school (a week is considered to be Monday 12:01am – Sunday midnight). When classes are not in session, you may work up to 40 hours per week, if your supervisor approves.
4. On the final day of each time period, the student will ask their research Supervisor to review their timesheet and **sign** at the bottom of the document on the **Signature of Site Supervisor line**. The WRPI Project Director will later sign on the Project Director line (as the CSUSB Supervisor). **The student must sign on the Employee Certification line.**

The student will immediately submit a digital copy of the timesheet to Claudia Muldoon, Claudia.Muldoon@csusb.edu or fax it to 909-537-7682.

5. To keep track of UEC payroll submittal deadlines and pay days go online to the project website's Payroll Calendar.
 - a. A hard copy of the Payroll Calendar will also be provided in the New Student Hire Packet.
 - b. **The electronic timesheets are due by 12 noon on the next day after the due date. For example, if the timesheet is due on October 15th, you will need to submit your timesheet by noon on October 16th. Timesheets need to be turned in on time and interns who turn in**

their timesheets late may be removed from the internship program. Due to policy changes, we are not able to accept late timesheets and you are not allowed to hold onto your timesheet until the next due date. Be sure to plan ahead.

6. If the student has not completed the Signature Authorization Form, authorizing electronic signatures, the student must **mail the original signed timesheet** to the WRI within 3 days of the end of the pay period to be signed by the WRI Program Manager. **The originals must be placed in the mail in a timely manner and interns who fail to do so may be removed from the internship program.** Timesheets can be mailed to:

Claudia Muldoon, Financial Assistant
California State University, San Bernardino
5500 University Parkway, PL-401
San Bernardino, CA 92407-2393

7. The student will receive a paycheck twice a month, once the payroll process is complete. We encourage you to sign up for direct deposit in your new-hire packet. Your first paycheck will be mailed to you. It may take 1-2 pay periods for direct deposit to activate.