

DWR AWARD No. 4600011889

Award Title: WRPI Community Water Internship

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

Award Period: 6/1/17-4/30/20

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

Getting Hired

1. PLEASE READ ALL INSTRUCTIONS BELOW CAREFULLY.
2. After a student has been approved for a WRPI Community Water 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 or after the Effective Date.

Getting Paid

Please see the Payroll calendar for due dates (twice a month):

http://uec.csusb.edu/payroll/documents/2017_payroll_calee.pdf

A hard copy of the Payroll Calendar will also be provided in the New Student Hire Packet.

Remember these rules:

- You cannot work more than 6 days in a row.
- You cannot work more than 5 hours in a row without showing a 30-minute break.
- You cannot work more than 8 hours in one day.
- You cannot work more than 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.
- Please log your hours to the nearest 15-minute increment.
- Students are not eligible for holiday pay.

You will be utilizing web-based time sheets via Paylocity WebTime (WT). In order to ensure your information has been transitioned to our WT system, you will need to submit a paper time sheet that will require both you and your supervisor's signature for your first pay period. After that, you will be ready for WT. Please do not log any hours on WebTime until AFTER your first pay period has ended, as it could affect your payroll. For example, if your first time sheet is for May 16-31, DO NOT log any hours in WT until AFTER June 1.

The process for your first time sheet is:

1. Your time sheet template will be emailed to you upon hire, and is also available on our website under "Getting Paid." <http://wri.csusb.edu/watershedManagementExperientialLearning.html>
2. TYPE in the days and hours you worked, according to the rules above. Please use "military time" as explained here: <http://uec.csusb.edu/payroll/files/TS-Instructions.pdf>
If you are working a short shift without a break, type your "in" time and "out" time in the "before meal period" columns.
3. Print and sign your time sheet. Have your advisor/supervisor sign as well.
4. Send your first time sheet electronically (scan or take a clear photo - not too dark) - and email to [wrpi.payroll@csusb.edu](mailto:wрпи.payroll@csusb.edu) or fax to [909-537-7682](tel:909-537-7682). This must be done **the day before the due date**.

After your first pay period with a paper time sheet, please use your web-based time sheet.

The WebTime process for STUDENTS is:

1. Please set up a user account with Paylocity. This is where you will submit your time sheets and where you may view/download your pay stubs. Step-by-step instructions are available on our website under “Getting Paid.”

The Paylocity website is:

<https://login.paylocity.com> Our company code is: N6228.

2. **It is important that you watch a time sheet training video.** Here is a direct link:

http://wri.csusb.edu/zoom_0.mp4 The video can also be found on our website under "Getting Paid."

3. Log your hours daily, according to the training video and the rules above. Double check your time sheet for accuracy (pay close attention to am/pm and start/end times).

4. When you have filled in all the workdays, you must “approve all” and “save.” This needs to be completed **the day before** each due date. If you are scheduled to work on the due date, please include your anticipated hours on this time sheet. If you don't end up working those hours, you may adjust your next time sheet accordingly.

5. Take a screenshot of your timesheet and email it to your supervisor for their review. This must be done **the day before** the timesheet due date. In the subject line, please type “TIMESHEET – First and last name – date of pay period”.

For example, “TIMESHEET – John Smith – Jan 16-31, 2017”.

If you are unsure as to how to execute a screen shot on your device, here is a link to assist you: <https://www.take-a-screenshot.org>

(Click on the tab for your device for instructions.)

It is your responsibility to complete and approve each time sheet the day before each due date. If the timesheets are late or contain errors that are not corrected by the due date, they will need to be submitted for the next payroll cycle. Our payroll department is unable to delay running a payroll and will process any late timesheets during the next pay period's cycle.

So, how do you get paid?

We strongly encourage you to sign up for direct deposit in your new-hire packet. Your first paycheck will be mailed to you. Once you deposit that physical check, the direct deposit company will verify the validity of your account. It may take 1-2 pay periods for direct deposit to activate.