

USDA NIFA AWARD No.2011-38422-31204
Award Title: Watershed Management Experiential Learning for USDA Careers
Lead Agency: Cal State San Bernardino University Enterprises Corporation (FF20717)
Award Period: 09/01/11-08/31/15

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 CSUSB Students Apply Get Hired, and Get Paid for USDA Watershed Management Internships (For CSUSB Students Only)

Getting Hired

1. PLEASE READ ALL INSTRUCTIONS BELOW CAREFULLY.
2. CSUSB students selected for internships will be directed to the Human Resources office at the University Enterprises Building (UE-104) and must bring authorization of their identity and right 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)
3. You will be required to complete New Student Hire paperwork and attend a New Employee Orientation within your first two weeks of hire. HR will review institutional policies and payroll procedures with you.
4. Once HR completes a review of your eligibility to work, they will contact the WRI.
5. If you were selected for an *internal WRI* internship, your research supervisor will contact you to establish your first day of work and schedule.

Getting Paid

1. 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.

2. Payroll time periods are from days 1-15 and 16-31 of each month.
3. 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 WRI Project Director will later sign on the Project Director line (as the CSUSB Supervisor). **The student must sign on the Employee Certification line.**
4. The student will immediately submit a digital copy of the timesheet to Steven Keough, skeoug@csusb.edu and Nicole Barnhart, nbarnhar@csusb.edu or fax it to 909-537-7682.
5. To keep track of UEC payroll submittal deadlines go online to: <http://uec.csusb.edu/payroll/files/calendar-payroll-2013.pdf>. **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. The student must **return the original signed timesheet** to the Water Resources Institute office (PL-401) within 3 days of the end of the pay period to be signed by the WRI Project Manager. **The originals must be placed in the mail or dropped off in a timely manner and interns who fail to do so may be removed from the internship program.** Timesheets can also be mailed to:

Steven Keough, Administrative Support Coordinator
Water Resources Institute
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.