

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 CSU Students Get Hired and Paid for Watershed Internships (Except for CSUSB Students)

Getting Hired

1. PLEASE READ ALL INSTRUCTIONS BELOW CAREFULLY.
2. After a student has been approved for a Watershed Management Internship from the Water Resources Institute (WRI) 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 WRI will notify UEC/HR that the student is eligible for employment, via email, including students full legal name, address, telephone number and the name of the CSU 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 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 Institute 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 FB-104
5500 University Parkway
San Bernardino, CA 92407-2393
Attn: Jennifer Tuioti

(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 WRI 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. 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 and pay days go online to: <http://uec.csusb.edu/payroll/files/calendar-payroll-2013.pdf>.
 - 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:

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.