

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](mailto:lramos@csufresno.edu) o numero de teléfono 559-278-2066.

## How CSUSB Students Get Hired and Paid for USDA Water Resources 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 WRPI.
5. If you were selected for an *internal WRPI* 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. 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>
2. 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.
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 WRPI 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 Claudia Muldoon, [Claudia.Muldoon@csusb.edu](mailto:Claudia.Muldoon@csusb.edu) or fax it to 909-537-7682.
5. To keep track of UEC payroll submittal deadlines go online to the project website's Payroll Calendar. **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 WRPI office (PL-401) within 3 days of the end of the pay period to be signed by the WRPI 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 be dropped off or 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, and it may take 1-2 pay periods for direct deposit to activate.