

The University of Rhode Island

SURF– SUMMER 2018

Employment Procedures for URI SURF Students

May 21, 2018-July 27, 2018

CONGRATULATIONS ON YOUR SURF APPOINTMENT!

1. Employment:

- Welcome Aboard! After receiving your official acceptance letter to the program, please call Bj Carangia, Scientific Research Grant Assistant, at 874-6234 to schedule an appointment for filling out hiring paperwork (or email her at: bcarangia@uri.edu). Please complete the Summer 2018 Surf Hourly Hire Form (<https://web.uri.edu/rinsfepscor/files/Hourly-Hire-Form.pdf>), Form I-9, and Form CS387C Drug-Free Workplace Policy Acknowledgment Form <https://web.uri.edu/ecampus/hr/e-campus-forms/> and bring them to your appointment. When completing Page 2 of your I-9 (which consists of identity and employment authorization), please pay particular attention to Page 3, 'List of Acceptable Documents'. **You must bring the identification you used on your I-9 with you to the appointment as well as your signed Social Security Card to your appointment.**
- Please be advised that all employment at URI is subject to final approval by URI Human Resources, URI Office of International Students and Scholars, and/or URI Enrollment Services.
- **Photo Release:** Please read and complete the Photo Release (<https://web.uri.edu/rinsfepscor/files/SURFPhotoRelease.pdf>) and bring it with you to your scheduled appointment with Bj.
- **Responsible Conduct of Research (RCR) Training** is required and must be completed by the end of the first pay period. Additional information on this training can be found in the RI C-AIM 101 document on this link: <https://web.uri.edu/rinsfepscor/files/RI-CAIM-101.pdf>. Your RCR certificate must be uploaded to your ER-Core account. You will receive additional information on ER-Core and RCR at the SURF Orientation session.

2. Submitting Hours into E-Campus:

- Every Friday you must have your hours for the week reported in E-Campus by **Noon**. Instructions on how to do this is provided in **“Step-by-Step: how to Submit Your Online Time Card”** (<https://web.uri.edu/rinsfepscor/files/Online-Time-Card-Submission-Instructions.pdf>)
- You will be paid an hourly rate for a maximum of 40 hours per week. There are no benefits with this position. You do not have holiday pay or overtime pay with this position.
- A 30 minute unpaid lunch break is given for every eight hours of work. Please discuss your breaks and standard work hours with your supervisor at the beginning of your employment.
- In addition to entering in your hours in e-Campus, you must also fill out a **Student Employee Timesheet** (<https://web.uri.edu/rinsfepscor/files/Student-Employee-Timesheet.pdf>). Your timesheet must match the hours you have entered into e-Campus and be signed by your supervisor. Once completed, please forward to Bj Carangia by dropping your Timesheet off at Pastore Hall, Room 224, or via email: bjcarangia@uri.edu by Friday at 3:00 p.m.
- When a holiday occurs on a Monday, hours are normally due on Tuesday by noon. If you work on a holiday, you will be paid at your standard hourly rate.

3. Direct Deposit of Paycheck/Picking up Paycheck:

- You are encouraged to sign up for direct deposit. To do so, you will log into your E-Campus account. Go to Self Service, then Payroll & Compensation, then Direct Deposit. You will need to have your checking or savings account information with you. It typically takes 2-3 pay periods for direct deposit to be established. You will receive a paper check if direct deposit is not established.
- Paper checks must be picked up from the RI C-AIM/RI NSF EPSCoR office at Pastore Hall, Room 224. Checks will be available between 1:00pm-3:00pm every other Friday. Please do not come any sooner than this, unless otherwise specified. If you are unable to pick up your check on the Friday payday, please email Bj Carangia to make arrangements for the next week. **Your ID is required to pick up your check.**
- You can submit your W4 (Tax Allowance Form) through e-Campus. You will go to Self Service, then Payroll & Compensation, then complete and submit your W4.