AIMS Summer Research 2017 FAQ

You can find information about the CSUN AIMS Summer Research program at:

http://www.ecs.csun.edu/aims2/research_internships.html

The Project Information will describe the research being conducted and should contain the timeframe for the project. If the timeframe is not listed, you can contact the Professor to get more information.

If you are interested in a Research Project, please contact the Professor directly. Once you have been selected to participate, the Professor will contact the AIMS Coordinator (Stacey Schaaf) to begin the hiring process. You must be a US citizen or permanent resident (green card).

Parking

You will need to either pay for parking at CSUN, or park on the street in the surrounding areas. The cost of a daily parking permit is $8.00. For more information on student parking at CSUN:
http://www.csun.edu/parking/student-parking-information

New Employee Sign In

Stacey Schaaf will contact you via email once the New Employee hiring paperwork has been approved. In the meantime, you must apply on-line to the TUC Emergency Hire pool (Job ID 6001) at http://www.csun.edu/careers/ Tip: you can sort the job ID field

In order to complete the New Employee Sign In you will need to bring verification of identity and citizenship. You can use a passport to verify both, or a CA driver's license AND an original social security card. A list of other acceptable forms of ID is attached.

Payroll, eTime, Timesheets

The pay period is every two weeks. A week or so after you sign in at the TUC, you will receive an email granting you access to report your hours on-line in eTime (ADP). Until you have access to eTime (ADP), you should plan to submit a manual timesheet. A blank timesheet is attached.

Research Assistant Sign-In form

Attached is a Research Assistant Log In form. Please log your daily activities and hours worked on this form. Have your Faculty Mentor approve your hours and submit the form to Stacey Schaaf every two weeks. You will attach this form to your timesheet. You can pick up blank forms in JD1501 if you need to. Once you have access to eTime, you will not need to fill out a timesheet; but you will continue to submit the Log In form so that the AIMS Coordinator can approve your time.

Wi Fi Access, Dress Code

If you need access to the internet while at CSUN, your Faculty Mentor will request it for you; or you can get the password of the day from the College IT Department in Jacaranda Hall (JD) 1112. There is not a dress code per se. Appropriate casual attire is acceptable.

RESEARCH INTERNSHIPS

Summer 2017 Research Projects with CSUN Faculty Mentors

Department	Professor	Project Information
Civil Engineering and Construction Management	Dr. Anwar Alroomi and Dr. Tzong-Ying Hao	Click here for information.
Civil Engineering and Construction Management	Dr. Tadeh Zirakian and Dr. David Boyajian	Click here for information
Computer Science	Dr. Vahab Pournaghshband	Click here for information.
Electrical and Computer Engineering	Dr. Ruting Jia	Click here for information.
Electrical and Computer Engineering	Dr. Bruno Osorno	Click here for information.
Electrical and Computer Engineering	Dr. John Valdovinos	Click here for information.
Manufacturing Systems Engineering and Management	Dr. Behzad Bavarian	Click here for information.
Manufacturing Systems Engineering and Management	Dr. S. Jimmy Gandhi	Click here for information.
Manufacturing Systems Engineering and Management	Dr. Bingbing Li	Click here for information
Mechanical Engineering	Dr. Vidya Nandikolla	Click here for information.

U.S. Department of Energy, Office of Environmental Management: Minority Serving Institutions Partnership Program Internships

This is an announcement of the U.S. Department of Energy Office of Environmental Management (DOE-EM) Minority Serving Institution Partnership Program (MSIPP) Internships for 2017. The MSIPP Internships is a program to promote the education and development of the next generation workforce in critical science, engineering, technology, and mathematics (STEM) for full time students currently enrolled at an accredited Minority Serving Institution (MSI). These programs assist current missions of the DOE efforts in environmental management. The MSIPP Internships is designed to provide an enhanced training environment for the next generation scientists and engineers by exposing them to research challenges unique to our mission.

Internships will run for approximately 10 weeks during the summer, and will be performed at one of the DOE national laboratories. Interns will complete research projects aligned with ongoing DOE efforts. Students will also be involved in enrichment activities provided by the host laboratory. These activities may include laboratory and site tours, professional development seminars, workshops, lectures, and even social or off-site activities.

Participants will be compensated by either a stipend or salary, commensurate with cost of living at the location of the host laboratory.

To be eligible for the MSIPP Internships, applicants must:
1) Be currently enrolled as a full-time undergraduate or graduate student at an accredited MSI,
2) Be working towards a STEM degree,
3) Have an undergraduate cumulative minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale,
4) Be a United States citizen, and
5) Pass a drug test upon selection to participate in the MSIPP

This program is being managed through the Savannah River National Laboratory (SRNL) on behalf of DOE-EM. A complete description of the MSIPP Internships and a link to the application section with position descriptions can be found online at http://www.orise.orau.gov/MSIPP/

IMMIGRATION REFORM & CONTROL ACT (IRCA)

REQUIRED EMPLOYMENT DOCUMENTS

**As governed by the Immigration Reform and Control Act (IRCA) of November 6, 1986. Verification of work authorization status is mandated by the Immigration Reform and Control Act before every prospective employee can begin work. The following typical documents are acceptable for the purposes of the federal employment verification procedures. These lists are not intended to be exhaustive.

List of Acceptable Documents : Bring 1 from column A only, OR 1 from column B AND 1 from column C.

EMPLOYEES MUST PRESENT ORIGINAL DOCUMENTS - COPIES OR EXPIRED DOCUMENTS ARE NOT ACCEPTABLE.

LIST A: _OR_	LIST B: _AND_	LIST C:
(Documents that establish both Identity and Employment Eligibility)	(Documents that establish Identity)	(Documents that establish Employment Eligibility)

LIST A: (Documents that establish both Identity and Employment Eligibility)

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign Passport that contains a temporary I-551 stamp or temporary I-551 stamp printed notation on a machine-readable immigrant visa
- Employment Authorization Document that contains a photograph(Form I-766)
- In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same names as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
- Passport from the Federated States of Micronesia (FSM) of the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LIST B: (Documents that establish Identity)

- Driver's License or ID Card issued by a State or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- ID Card issued by federal, state, or local government agencies, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- School ID Card with a photograph
- Voter's Registration Card
- US Military card or draft record
- Military dependent's ID Card
- US Coast Guard Merchant Mariner Card
- Native American Tribal document
- Driver's License issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

LIST C: (Documents that establish Employment Eligibility)

- Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
- Certification of birth abroad issued by the Department of State. (Form FS-545)
- Certification of Report of Birth issues by the Department of State (Form DS-1350)
- Original or certified copy of a birth certificate, issued by a State, county, municipal authority or Territory of the United States, bearing an official seal
- Native American Tribal document
- US Citizen ID Card (Form I-197)
- ID Card for the Use of Resident Citizen in the United States. (Form I-179)
- Employment Authorization document issued by the Department of Homeland Security

CSUN | COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

College of Engineering and Computer Science
AIMS² (HSI-STEM Grant)

Research Assistant Sign-In Form

Date	Total Time	Project/Activity/Event	Comments

Total hours:_____   Pay Period: from_____to_____   SID (CSUN ONLY):_____

Research Assistant's Name (last, first): _____   Signature:_____ Date:_____

Faculty Mentor's Signature:_____

The University Corporation

Hourly Timesheet

The University Corporation

In order to process the Timesheet in time, the completed form must be received at The University Corporation **no later than 10 am the first business day** following the end of the payperiod, or it will be paid the following pay period.

Submittals cannot be paid if signatures and/or cost allocation are omitted!

Students Half-Time or better must sign the Student Status Report **each semester** in the University Corporation Accounting Office or be subject to Social Security Taxes!

1. Payee (TUC Employee)

Last Name:
First Name
M.I.
Employee File #:

Mail Drop:
E-Mail:
Extension:

2. Hourly Pay Rate: Overtime Rate: $0.00

3. Pay Period: From: To:

4. Cost-Allocation

Account	Fund	Department	Project	ADP Code

5. Work Hours

Date	Time				Work Hours (Enter partial hours in decimal: 0.25/0.5/0.75)	
	In	Out	In	Out	Regular Hours	Overtime Hours
1 or 16						
2 or 17						
3 or 18						
4 or 19						
5 or 20						
6 or 21						
7 or 22						
8 or 23						
9 or 24						
10 or 25						
11 or 26						
12 or 27						
13 or 28						
14 or 29						
15 or 30						
31						

	Regular	Overtime
Total Hours:	0.00	0.00
Hourly Pay Rate:	$0.00	$0.00
Amount:	$0.00	$0.00
Total Wage:	$0.00	
Vacation Pay:	$0.00	
Total Payment:	$0.00	

Vacation Hours: (Hourly employees eligible for benefit category(A), only)

From	To	Hours

Total Vacation Hours:	0.00
Hourly Rate:	$0.00
Vacation Pay:	$0.00

6. Payment Request/Payment Authorization

Employee   Name: -

_____
(Signature)

Supervisor   Name:

_____
(Signature)

Project Director:
Name:
E-Mail:
Extension:
Mail Drop:

Valid Signature Authorization must be on file at TUC !

_____
(Signature)

7. Budget Verification/Approval: (To Be Completed By The University Corporation)

Sponsored Programs: Name:

_____
(Signature)

Payroll Dept.:   Date Paid: Paid by Check #:   Initial

Instructions To Requestor

1) Complete Hourly Payroll Timesheet with all detailed information
2) Timesheet must be signed with **authorized signature** on file at TUC

3) **Mail the signed original** to TUC, Mail Drop 8309
4) You may want to keep one **copy for your own records**
5) If you have any questions, please call extension 2939 or 6085