

WISP RESEARCH INTERNSHIP PROGRAM

What you should have already done:

- Completed the online acknowledgement form
- Completed the student payroll forms
- Reviewed the Kronos training information (timesheet and payment process)
- Have a plan for completing any training sessions or online modules (check with Mentor)
- Completed the pre-internship online questionnaire (<http://bit.ly/2IFlh3O>)

Next immediate steps:

- Finish the I-9 verification process
- Contact your faculty research mentor and make a plan for getting started
- Set up a regular weekly work schedule (6-10 hours/week)

What you need to do throughout your internship:

- Track hours worked and submit biweekly timesheets on Kronos
 - The first student pay period ends Jan. 12 at 11:59 PM

Tips for a successful internship experience

- Know who your internship "point of contact" is (faculty, post-doc, graduate student?)
- Ask for an overview of the "big picture" to understand the context of the research
- Find out the internship expectations and responsibilities for you. These may change over time, so check in about these periodically.
- Ask questions and keep your own notes and explanations in a notebook
- Let your mentor know your goals for participating in WISP
- Get actively involved right away – learn everyone's name, ask questions, be proactive
- Be reliable and responsible: show up when you say you will and be on time! Get done what you need to get done.
- Monitor and respond to emails from WISP.
- Attend mandatory meetings and adhere to deadlines
- Notify WISP promptly if issues arise

How to get paid

- Hourly wages: \$10/hour for 6-10 hours per week (maximum of 100 hours per term)
 - Payment is biweekly, checks are distributed the Friday after the pay period end date
- Interns must record hours in Kronos EVERY DAY that they work
 - Every day means every day: do NOT wait a day or more to enter hours
 - Last day within a pay period to enter hours is 11:59pm on the pay period end date (always a Saturday). Failure to enter hours requires an extensive timecard correction process.
 - Kronos cannot be accessed on a mobile device
 - Read "Top 5 Student Employee Kronos Issues" (linked on the WISP website)
 - For technical problems, contact the IT Help Desk
- If you do not enter your hours for two or more pay periods, you will be automatically removed from Kronos and may be discontinued from the internship

Important Websites

- Internship webpage: <https://students.dartmouth.edu/wisp/internships/current-interns>
- Kronos access: <https://employee.dartmouth.edu/>
- Kronos training: <http://www.dartmouth.edu/~control/training/kronos.html>
- Timecard correction: <http://www.dartmouth.edu/~control/forms/timesheets.html>
- Advance Transit bus system: <http://www.advancetransit.com/>

Looking ahead to spring term

- Present a poster at the Wetterhahn Science Symposium on May 22, 2019
- Consider applying for sophomore research programs (WISP and/or UGAR)
- Complete the post-internship questionnaire

My Dartmouth Time Entry

My Timecard

Loaded: 9:17 AM

Next Pay Period

Log in to kronos.dartmouth.edu

Print
Timecard

Refresh

Calculate
Totals

Save

		Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Schedule	Shift	Daily	Period
+	x	Sun 1/06												
+	x	Mon 1/07												
+	x	Tue 1/08												
+	x	Wed 1/09												
+	x	Thu 1/10												
+	x	Fri 1/11												
+	x	Sat 1/12												
+	x	Sun 1/13												
+	x	Mon 1/14												
+	x	Tue 1/15												
+	x	Wed 1/16												
+	x	Thu 1/17												
+	x	Fri 1/18												
+	x	Sat 1/19												



- My Timecard
- Scheduled Work Calendar
- My Audits
- Employees Handbook
- Union Employees Handbook
- Kronos Online Training

My Dartmouth Time Entry

My Timecard

Loaded: 9:17 AM

Next Pay Period



Print
Timecard



Refresh



Calculate
Totals



Save

Click into a box to enter time worked

		Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Schedule	Shift	Daily	Period
+	×	Sun 1/06												
+	×	Mon 1/07			9:00AM									
+	×	Tue 1/08												
+	×	Wed 1/09												
+	×	Thu 1/10												
+	×	Fri 1/11												
+	×	Sat 1/12												
+	×	Sun 1/13												
+	×	Mon 1/14												
+	×	Tue 1/15												
+	×	Wed 1/16												
+	×	Thu 1/17												
+	×	Fri 1/18												
+	×	Sat 1/19												



My Timecard



Scheduled Work Calendar



My Audits



Employees Handbook



Union Employees Handbook



Kronos Online Training

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Next Pay Period

Enter time worked using military time



		Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Schedule	Shift	Daily	Period
+	×	Sun 1/06												
+	×	Mon 1/07			9:00A...	12:00...		1300						
+	×	Tue 1/08												
+	×	Wed 1/09												
+	×	Thu 1/10												
+	×	Fri 1/11												
+	×	Sat 1/12												
+	×	Sun 1/13												
+	×	Mon 1/14												
+	×	Tue 1/15												
+	×	Wed 1/16												
+	×	Thu 1/17												
+	×	Fri 1/18												
+	×	Sat 1/19												



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Loaded: 9:21 AM

Next Pay Period



Print
Timecard



Refresh



Calculate
Totals



Save

Time entered with convert back to standard AM/PM - confirm for accuracy and hit SAVE button

		Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Schedule	Shift	Daily	Period
+	×	Sun 1/06												
+	×	Mon 1/07			9:00A...	12:00...		1:00P...	5:00P...					
+	×	Tue 1/08												
+	×	Wed 1/09												
+	×	Thu 1/10												
+	×	Fri 1/11												
+	×	Sat 1/12												
+	×	Sun 1/13												
+	×	Mon 1/14												
+	×	Tue 1/15												
+	×	Wed 1/16												
+	×	Thu 1/17												
+	×	Fri 1/18												
+	×	Sat 1/19												



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My Timecard

Loaded: 9:22 AM

Next Pay Period

Print
Timecard

Refresh

Calculate
Totals

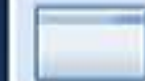
Save

After saving, button will turn grey.

		Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Schedule	Shift	Daily	Period
+	×	Sun 1/06												
+	×	Mon 1/07			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	7.0
+	×	Tue 1/08												7.0
+	×	Wed 1/09												7.0
+	×	Thu 1/10												7.0
+	×	Fri 1/11												7.0
+	×	Sat 1/12												7.0
+	×	Sun 1/13												7.0
+	×	Mon 1/14												7.0
+	×	Tue 1/15												7.0
+	×	Wed 1/16												7.0
+	×	Thu 1/17												7.0
+	×	Fri 1/18												7.0
+	×	Sat 1/19												7.0



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Save

		Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Schedule	Shift	Daily	Period
+	✕	Sun 1/06												
+	✕	Mon 1/07			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	7.0
+	✕	Tue 1/08			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	14.0
+	✕	Wed 1/09												14.0
+	✕	Thu 1/10												14.0
+	✕	Fri 1/11			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	21.0
+	✕	Sat 1/12												21.0
+	✕	Sun 1/13												21.0
+	✕	Mon 1/14			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	28.0
+	✕	Tue 1/15			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	35.0
+	✕	Wed 1/16												35.0
+	✕	Thu 1/17												35.0
+	✕	Fri 1/18			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	42.0
+	✕	Sat 1/19												42.0



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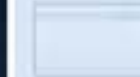
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Next Pay Period



Make sure time entered adds up correctly and that time sheet is Saved

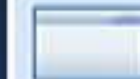
		Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Schedule	Shift	Daily	Period
+	✕	Sun 1/06												
+	✕	Mon 1/07			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	7.0
+	✕	Tue 1/08			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	14.0
+	✕	Wed 1/09												14.0
+	✕	Thu 1/10												14.0
+	✕	Fri 1/11			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	21.0
+	✕	Sat 1/12												21.0
+	✕	Sun 1/13												21.0
+	✕	Mon 1/14			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	28.0
+	✕	Tue 1/15			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	35.0
+	✕	Wed 1/16												35.0
+	✕	Thu 1/17												35.0
+	✕	Fri 1/18			9:00A...	12:00...		1:00P...	5:00P...			7.0	7.0	42.0
+	✕	Sat 1/19												42.0



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