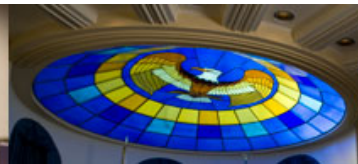


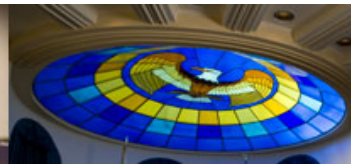
# Research Assistant Program Training Session

April 22, 2016



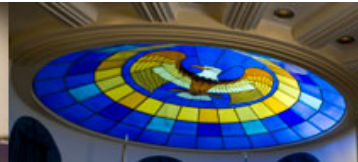
# Paperwork, Paychecks, and the Research Assistant Commitment

- Welcome
- Introductions
- The Balancing Act: Tackling Your 1L Summer & 2L Fall
- What are Faculty Seeking in a Research Assistant?
- The Path to Proper Paperwork and Payment
- Questions?



# The Balancing Act

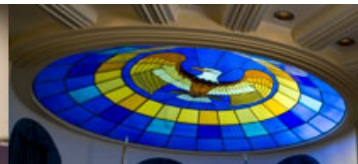
- Be up front and realistic with yourself and your professor about what you can take on, both during the summer and the fall.
- Working remotely during the summer? Make sure they know you're on it!
- FALL! You have OCI, externships, moot court, mock trial, law review/ journals, orientation volunteering, leadership training for student orgs, and, oh yeah, a full load of classes!



# What Your Professor Is Seeking

1. Reliability
2. Communication
3. An active self-starter
4. Organization
5. Engagement in the USD community
6. Good judgment
7. Someone who knows their limits

A VALUABLE EMPLOYEE AND FUTURE COLLEAGUE.



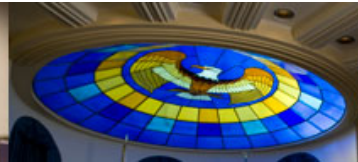
# Proper Paperwork & Paychecks

- TALK TO PAOLA IN THE FINANCIAL AID OFFICE!
- Work Study (if applicable)
- Paperwork in May – Paola will have your contract
  - You must provide documents that establish your identity and your authorization to work
    - Typically this is your Driver's License and your Social Security Card
- Time Sheets
  - You will be using the Kronos system
  - Your professor or their assistant will be approving

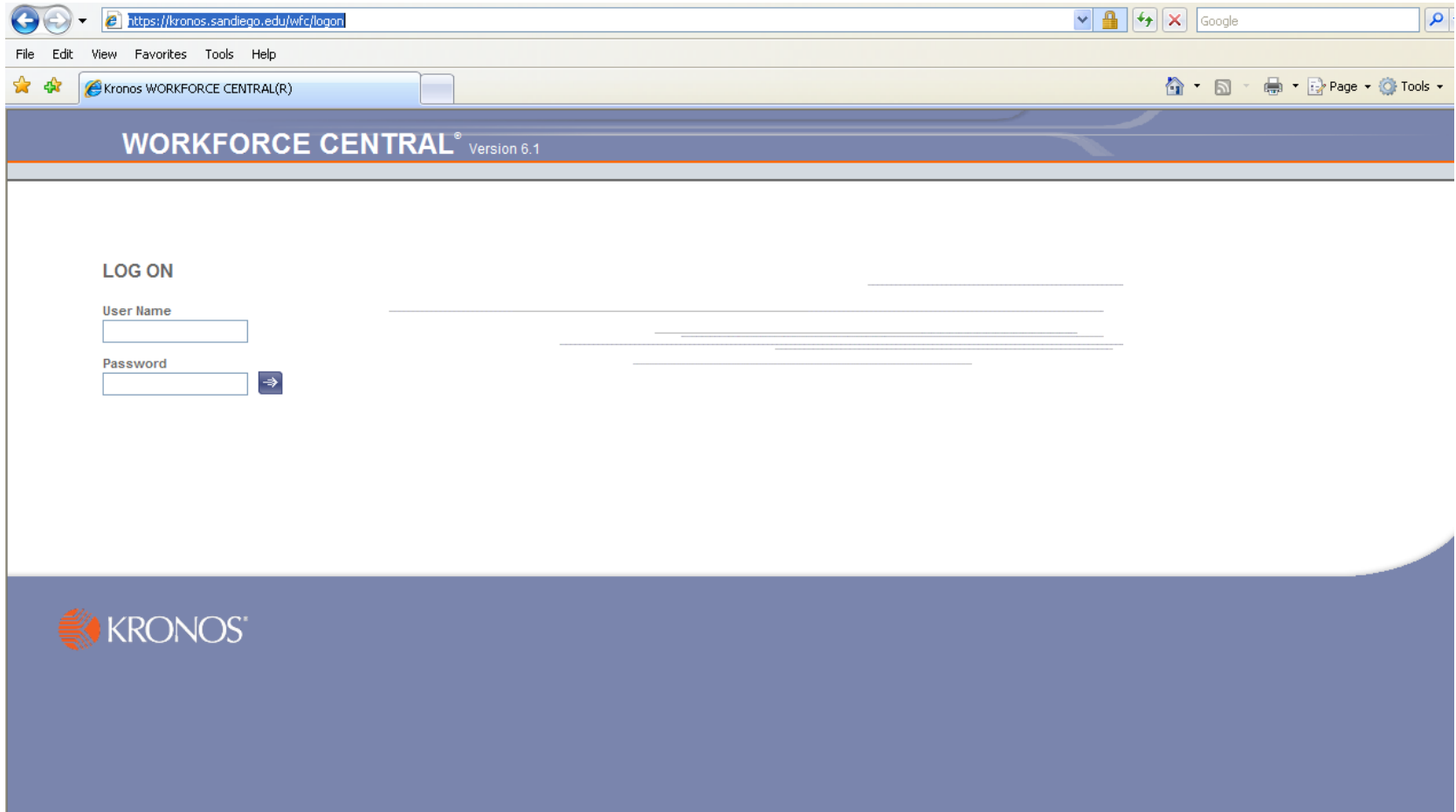


# IMPORTANT!

**YOU MAY NOT START WORK UNTIL ALL OF  
YOUR PAPERWORK IS IN AND YOU HAVE A  
SIGNED CONTRACT**



# KRONOS Timekeeping System



Timecard | Reports

**TIMECARD**

Loaded: 11:11AM

Name & ID: Nilsson, Ashley 45030  
 Time Period: Current Pay Period

Save		Actions	Punch	Amount	Accruals	Comment	Approvals	Reports	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
x	+					8:30	Approve Remove Approval			1:00PM	2:00PM		5:30PM	8.0	8.0	8.0
x	+															8.0
x	+															8.0
x	+															8.0
x	+															8.0
x	+															8.0
x	+															8.0
x	+															8.0
x	+															8.0
x	+															8.0
x	+															8.0
x	+															8.0
x	+															8.0

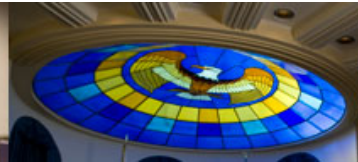
TOTALS & SCHEDULE			ACCRUALS	AUDITS	
All			Account	Pay Code	Amount
			...0000/15 SAL Staff BB/45030/00000/00000/00000	Regular Time	8.0
Accrual Code		Balance on Selected Date	Units		
Sick		29.47	Hour		
Vacation		26.63	Hour		
Date	Start Time	End Time	Pay Code	Amount	
Mon 4/09					
Tue 4/10					
Wed 4/11					
Thu 4/12					
Fri 4/13					
Sat 4/14					



# Time Sheet Entries

- You may not work more than 8 hours in one day.
- Are you working in more than one position funded through USD? There's a limit on total hours per week.
- After working 5 consecutive hours, you must take a 30 minute (unpaid) break.
- OVERTIME IS NOT ALLOWED.

IF A STUDENT DOES NOT TAKE THE REQUIRED BREAK OR ENTERS OVERTIME, THEIR CONTRACT WILL BE TERMINATED IMMEDIATELY WITH NO APPEAL.



# Questions?

