6 reminders before we get started…

1. Use a device where you can interact with the chat.

2. You'll need to sign in through a link in the chat for initial attendance and attend the breakout room with your Point of Contact at the end to obtain full completion credit.

3. Make sure you are at a stationary location with minimal distractions so you can focus, take notes, and ask questions.

4. If you have a printed copy of your #3 checklist, sent to you by your POC, now is a good time to get that ready.

5. You will hear from five different areas that support your internship with time to ask questions at the end of each section.
   - Please use the chat if you have a question while they are presenting, and then you are welcome to take yourself off mute as we pause after each section for you to ask your questions verbally.

6. Cameras can be off during the large group session, but please turn on the breakout rooms with your POC.

Cuyahoga Community College

Career Center
In partnership with KeyBank Foundation

Today's Agenda

- Welcome by Career Center
- Human Resources
- Payroll
- Financial Aid
- Tuition and Book Stipend
- Career Center and Breakout Sessions
- Wrap Up and Next Steps

Cuyahoga Community College

Career Center
In partnership with
KeyBank Foundation

Human Resources

Febra Pendleton-Gray
Coordinator, Talent Acquisition

Hire Document Overview

- Employee Code of Conduct Policy

- Human Resources Document Checklist & Overview
    - Biographic/Demographic Form
    - Auditor's Fraud Acknowledgement
    - Confidentiality Statement
    - Ethics Acknowledgement
    - Remote I-9
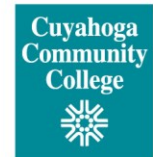
    Make sure forms are returned to the correct person on or before your start date

Employee Code of Conduct

3354:1-43-02 Employee code of conduct policy.

(A)   Employees must exhibit a high degree of personal integrity at all times. This requires sincere respect for the rights of others, and refraining from any behavior that might be harmful to one's self, other members of the College community, or the College. Employees must also refrain from behavior that would cast the College in an unfavorable light in the view of the communities served by the College.

Document Checklist

Student Employee Hire Document Checklist

The following checklist will help guide you through the critical paperwork that is required of new employees of Cuyahoga Community College. *Please use the Secure Messaging System instructions (included) to return your hire documents.*

Your employee ID will be your Student S# **EXCEPT** for the "Statement of Employment in a Job not Covered by Social Security" document. As mentioned below, your employee ID for that document will be your Social Security Number.

ALL HUMAN RESOURCES AND PAYROLL DOCUMENTS MUST BE RETURNED TO THE CORRECT CONTACT PERSON ON OR BEFORE YOUR START DATE.

FOLLOW THE LISTED DATES OF COMPLETION IN THE COMMENTS SECTION FOR THE I-9.

Documents to be Completed and Emailed to Human Resources Mail to: Febra.Pendleton@tri-c.edu	
Required New Hire Forms	**Comments**
□ Employee Biographic/Demographic Data Survey Form	To be completed by all new hires.
□ Acknowledgement of receipt of Auditor of State fraud reporting system information	To be completed by all new hires.
□ Confidentiality Statement	To be completed by all new hires.
□ Ethics Acknowledgement	To be completed by all new hires.
Documents to be Completed and Emailed to Payroll Mail to: Gretchen.McGinnis@tri-c.edu AND Todd.Prusha@tri-c.edu	
Required New Hire Forms	**Comments**
□ W-4	
□ State of Ohio Employee's Withholding Exemption Certificate	
□ Direct Deposit Authorization	You must include in your email a blank voided check or an official document from your individual institution that includes valid account and transit routing numbers.
□ Statement of Employment in a Job not covered by Social Security (SSA-1945)	Your Employee ID will be your Social Security Number on **THIS DOCUMENT ONLY**.
Federal I-9 Authorization to Work Form	
Required New Hire Forms	**Comments**
□ Electronic I-9 Employment Eligibility Instructions	You will receive a separate email with a link to complete the electronic I-9. Follow the step-by-step instructions. This form can be completed anytime before the deadlines below. Section 1 of the electronic Form I-9 should be finished on or before your start date in your offer letter. An appointment should be made no later than three days after your start date to complete the document. (If your start date is May 30, three days later would be June 2.)

Biographic Demographic Form

- This form is designed to collect information necessary to complete the creation of your work profile, including emergency contact numbers.

- Complete the fields that pertain to you – you do not need to use "N/A" in fields you have no information for.

Employee Biographic/Demographic Data Survey Form

Cuyahoga Community College

Legal Name: First ___ **MI:** ___ **Last:** ___

Previous Name/Alias: ___

Preferred Name: (this name will be used for your email address) ___

Address: ___ Street ___ City ___ ST ___ Zip ___

Cell Ph: ___ **Other Ph:** ___ **Personal Email:** ___

Soc Sec #: ___ **Citizenship:** ○US ○ Permanent Resident   Other ___

Date of Birth: ___ **Gender:** ○Female ○Male ○N/A **Ethnicity: Hispanic or Latino** ○Yes ○ No

Race (check all that apply): American Indian/Alaskan Native ☐   Asian ☐   Black or African American ☐   Native Hawaiian or Pacific Islander ☐   White ☐

Marital Status (Non-Tax): ○ Married ○ Single ○ Divorced ○ Separated ○ Widowed

Veteran Status (Choose One Status below):
○ Not a Veteran
○ Protected Veteran but choose not to self-identify
○ Not a Protected Veteran
○ Protected Veteran (Choose one or more protected classification below):
   Date of Discharge: ___
   (if date is within past three years, and this option is selected, then you are selecting a classification of "Separated Veteran"
   ○ Disabled   ○ Active Wartime/campaign Badge   ○ Armed Forces Services Medical

Education (higher education only):

Institution Name	City, St, Country	Degree (BA, MA, etc.)	Major	Graduation Date

Emergency Contact Name: ___ **Relationship:** ___ **Ph:** ___

Employment Type: ☐ Full-Time ☐ Part-Time ☐ Student ☐ Part-time Faculty

Campus/Work Location: ☐ Eastern ☐ Metro ☐ Western ☐ Westshore ☐ Other

Are you a former student or employee of Tri-C? ○ Yes ○ No

Auditor's State Fraud Acknowledgement

- Covers the required Ohio Revised Code Provisions for State Employees

Acknowledgement of Receipt of Ohio Auditor of State Fraud-Reporting System

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Details about how to report suspected fraud can be found at: https://ohioauditor.gov/fraud/

Protections provided to employees who use the fraud-reporting system can be found at: https://codes.ohio.gov/ohio-revised-code/section-124.341

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below, I am acknowledging Cuyahoga Community College District provided me information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code, and that I read and understand the information provided. I acknowledge I have received and read the information regarding Section 124.341 of the Revised Code and the protections I am provided as a classified or unclassified employee if you use the fraud-reporting system.

I, the undersigned, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

PRINTED NAME:

SIGNATURE:

DATE:

Please complete, sign, and return the form to mail to:
Febra.Pendleton-Gray@tri-c.edu

tri-c.edu
216-897-6000

Cuyahoga Community College

Confidentiality Statement

- Tri-C takes your privacy and the privacy of others very seriously, and every student employee must sign a confidentiality agreement.

- Form outlines Tri-Cs confidentiality responsibilities as stated in:
  - College Policies
  - Ohio Revised Code
  - HIPAA
  - FERPA

Ethics Acknowledgement Form

- Acknowledges that you have received an electronic copy of the Ohio Ethics Law

Acknowledgement of Receipt of Ohio Ethics Law Statement

Public officials and public employees at Cuyahoga Community College District (Tri-C) are subject to the requirements and restrictions of the Ohio Ethics Law. Tri-C must provide each new employee or appointed or elected official with a copy of the Ohio Ethics Law and obtain written acknowledgement of receipt. Please acknowledge receipt by signing the form below.

The most current version of the Ohio Ethics Law and related statutes are available online at:

https://www.ethics.ohio.gov/education/factsheets/ethicslaw.pdf

This link includes Chapter 102., and Sections 2921.42, 2921.421, and 2921.43 of the Revised Code.

Also, see the document Overview of the Ohio Ethics Law for further explanation of the law with examples and other helpful resources at:

https://www.ethics.ohio.gov/education/factsheets/EthicsLawOverview.pdf

I hereby acknowledge that I have received from the public agency I serve, Cuyahoga Community College District (Tri-C), a copy of the Ohio Ethics Law and related statutes, Chapter 102., and Section 2921.42, of the Ohio Revised Code, in accordance with Section 102.09(D) of the Ohio Revised Code.

PRINTED NAME:

SIGNATURE:

DATE:

Please complete, sign, and return the form to:
Febra.Pendleton-Gray@tri-c.edu

Cuyahoga Community College

tri-c.edu
216-897-6000

Cuyahoga Community College District | 700 Carnegie Ave | Cleveland, Ohio | 44115

Confidentiality - HIPPA

Healthcare Insurance Portability and Accountability Act (HIPAA) is an attempt by Congress to:

- Improve efficiency in healthcare
- Eliminate wastage
- Combat fraud
- Ensure that health information that can be tied to an individual and would allow them to be identified is protected and kept private and confidential

It is enforced through the U.S. Department of Health and Human Services, Office for Civil Rights.
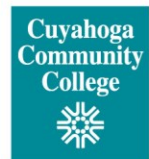
Confidentiality - FERPA

The Family Educational Rights and Privacy Act of 1974 ("FERPA") was enacted by Congress to protect the privacy of students and their parents. The act is designed to ensure that:

- Students and parents of students may obtain access to the student's educational records.
- Students and parents of students may challenge the content or release of such records to third parties.

FERPA was not enacted to preclude the disclosure of educational records simply because the records identify a student by name; rather, it was designed to protect the student's educational information and status as a student.

Human Resources Documents

- Please send all completed documentation to: Febra.Pendleton-Gray@tri-c.edu.

- Use Subject Line: Summer Intern Program

Required New Hire Forms
☐ Employee Biographic/Demographic Data Survey Form
☐ Acknowledgement of receipt of Auditor of State fraud reporting system information
☐ Confidentiality Statement
☐ Ethics Acknowledgement

- All documents can be completed electronically, or they can be printed then scanned or photographed.

- Please use the Secure Message System to return the documents (instructions were included in your document packet email).

Form I9 – Employment Eligibility Verification

What is the I-9 Employment Eligibility Verification Form?

The I-9 Employment Eligibility Verification form is required by the Department of Homeland Security/USCIS, and is used to verify an individual's eligibility to work in the United States by examining an individual's identification and employment authorization documents.

Cuyahoga Community College

Career Center
In partnership with KeyBank Foundation

Form I-9, Section 1 - Employee

Completed by the **Student Intern** being hired to attest to your:

- Identity
- Work Authorization Status

DEADLINE: Must be completed by your first day of employment – May 30, 2023. *You can also complete it before your start date.*

Form I-9, Section 2 - Employer

Completed by an authorized representative to attest to the Student Intern's:

- Identity
- Work Authorization Status

DEADLINE: This must be completed **on or before 3 days after your start date – June 2, 2023**.

Form I9 – Completing Section 1

Check your Tri-C New Student Intern email for the following user guide:

Remote I-9 User Guide – Employee

AND
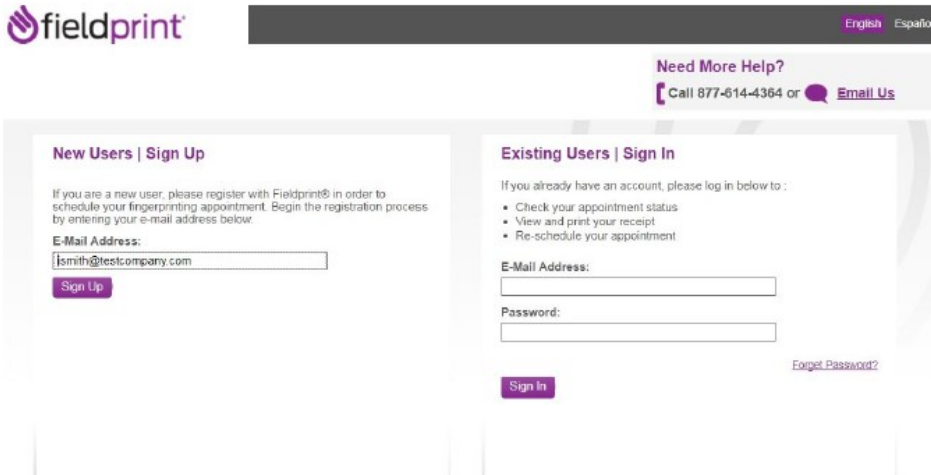
Look for an Email from Truescreen with the subject: **Remote I-9 Request**

Register Online

The remote I-9 process starts when you receive an email with a link to the registration website and a code that is specific to Cuyahoga Community College. Upon receiving the email, click the link provided in the email and follow the step-by-step instructions below to schedule your appointment to complete the I-9 process remotely.

To begin, register using a valid email address. Returning users can sign in using their email address and previously created password.

Completing Section 1 Online

As you enter your information in the online site, your information will automatically transfer to Form I-9.

Completing Section 2 Anywhere

After you complete Section 1, you will be instructed to schedule your in-person appointment at a local Fieldprint Office to have Section 2 completed.

IMPORTANT DATES TO REMEMBER

- Your start date is May 30, 2023.

- Schedule and complete your appointment no later than 5 pm on Friday, June 2, 2023.

List of Acceptable Documents

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Authorization	OR	**Documents that Establish Identity**	AND	**Documents that Establish Employment Authorization**
1. U.S. Passport or U.S. Passport Card		1. 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		1. A Social Security Account Number card, unless the card includes one of the following restrictions:
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				(1) NOT VALID FOR EMPLOYMENT
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa				(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
4. Employment Authorization Document that contains a photograph (Form I-766)				2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
		3. School ID card with a photograph		
5. For a nonimmigrant alien authorized to work for a specific employer		4. Voter's registration card		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or

- Present your **<u>original</u>** document(s) from the List of Acceptable Documents that show your identity and employment authorization at your scheduled appointment.
  - List A   OR   List B AND C
- Photocopies and expired documents will not be accepted.

Acceptable Documents Identity & Employment Authorization

Documents on **List A** establish **BOTH** your identity and employment authorization.

If you provide one of the documents on this list, you **WILL NOT** need to provide documents from List B or List C.

LIST A

Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card

2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa

4. Employment Authorization Document that contains a photograph (Form I-766)

5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:

   a. Foreign passport; and

   b. Form I-94 or Form I-94A that has the following:

      (1) The same name as the passport; and

      (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

6. Passport from the Federated States of Micronesia (FSM) or 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

Acceptable Documents - Identity

Documents in List B <u>establish your identity</u>. If you provide one of the documents on this list, you will **also** need to provide a document from List C.

Your **Stomp Card** can be accepted as a List B document.

LIST B
Documents that Establish Identity

1. 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

2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address

3. School ID card with a photograph

4. Voter's registration card

5. U.S. Military card or draft record

6. Military dependent's ID card

7. U.S. Coast Guard Merchant Mariner

tri-c.edu

Acceptable Documents Employment Authorization

Documents in List C establish your employment authorization. If you provide one of the documents on this list, you will **ALSO** need a document from List B.

LIST C
Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   (1) NOT VALID FOR EMPLOYMENT
   (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
   (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

Important Date to Remember

- Your start date is Tuesday, May 30th, 2023.
- Schedule and complete your appointment for Section 2 I-9 no later than 5pm on Friday, June 2nd, 2023.

Human Resources Questions?

Contact Us

Febra Pendleton-Gray
Coordinator, Talent Acquisition
(216) 987-3466
Febra.Pendleton-Gray@tri-c.edu

Judy Karpowicz
Manager, Talent Acquisition
(216) 987-3485
Judy.Karpowicz@tri-c.edu

tri-c.edu

Payroll

Todd Prusha
Manager, Payroll

BANNER 9 Time Sheet Entry

Objectives:

- Find Time Sheet
- Complete Time Sheet
  - Copy Time (Edit, Delete)
- Submit Time Sheet
  - Return for Revision

Log into My Tri-C Space

- Open the Employee Dashboard.
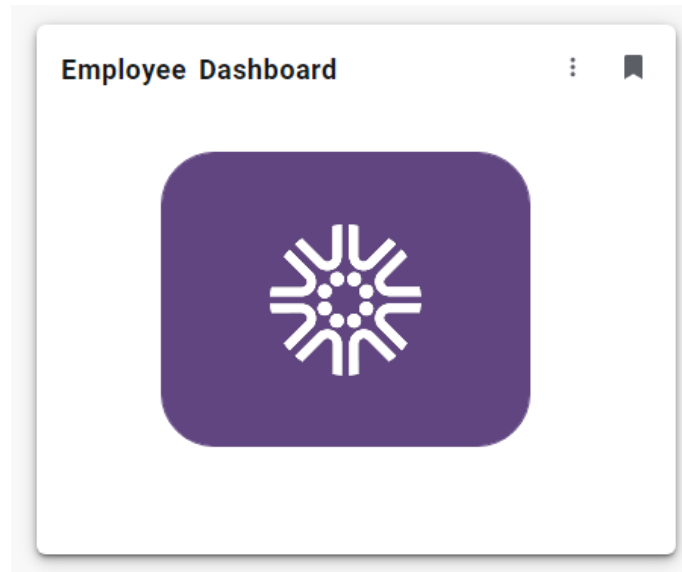
Click Time Sheet in My Activities

Click on the Pay Period

Click the Day, Select the Earn Code

Enter Hours, Click Save

Complete Time Entry

Copying Time (Optional)

Notice Time to Be Copied

Select Days for Copied Time

Preview Time Sheet

Review Time Entry Details

Review Time Entry Details Cont'd

Submit the Time Sheet

Submit the Time Sheet Cont'd

Check Status, Information, Comments

2023 Pay Dates

2023 Reporting Schedule, Deadlines & Pay Dates

All Other					Faculty			
Pay #	Start	End	Timesheet Due	Pay Day	Pay #	Start	End	Pay Day
1	12/12/22	12/25/22	12/25	1/6/23	1	12/26/22	1/8/23	1/6/23
2	12/26/22	1/8	1/8	1/20/23	2	1/9	1/22	1/20/23
3	1/9	1/22	1/22	2/3/23	3	1/23	2/5	2/3/23
4	1/23	2/5	2/5	2/17/23	4	2/6	2/19	2/17/23
5	2/6	2/19	2/19	3/3/23	5	2/20	3/5	3/3/23
6	2/20	3/5	3/5	3/17/23	6	3/6	3/19	3/17/23
7	3/6	3/19	3/19	3/31/23	7	3/20	4/2	3/31/23
8	3/20	4/2	4/2	4/14/23	8	4/3	4/16	4/14/23
9	4/3	4/16	4/16	4/28/23	9	4/17	4/30	4/28/23
10	4/17	4/30	4/30	5/12/23	10	5/1	5/14	5/12/23
11	5/1	5/14	5/14	5/26/23	11	5/15	5/28	5/26/23
12	5/15	5/28	5/28	6/9/23				
13	5/29	6/11	6/11	6/23/23				
14	6/12	6/25	6/25	7/7/23				
15	6/26	7/9	7/9	7/21/23				
16	7/10	7/23	7/23	8/4/23	12	7/24	8/6	8/4/23
17	7/24	8/6	8/6	8/18/23	13	8/7	8/20	8/18/23
18	8/7	8/20	8/20	9/1/23	14	8/21	9/3	9/1/23
19	8/21	9/3	9/3	9/15/23	15	9/4	9/17	9/15/23
20	9/4	9/17	9/17	9/29/23	16	9/18	10/1	9/29/23
21	9/18	10/1	10/1	10/13/23	17	10/2	10/15	10/13/23
22	10/2	10/15	10/15	10/27/23	18	10/16	10/29	10/27/23
23	10/16	10/29	10/29	11/10/23	19	10/30	11/12	11/10/23
24	10/30	11/12	Watch for year end calendar containing timesheet deadlines	11/24/23	20	11/13	11/26	11/24/23
25	11/13	11/26		12/8/23	21	11/27	12/10	12/8/23
26	11/27	12/10		12/22/23	22	12/11	12/24	12/22/23

Membership in OPERS for College Students

The Basics:
Membership in OPERS for College Students

OPERS

Many student jobs at public colleges and universities are covered by the Ohio Public Employees Retirement System, a public pension plan that provides retirement income and benefits to its members.

If you've noticed a deduction for "OPERS" on your pay stub, your job is an OPERS-covered position.

That means you've accumulated service credit with OPERS during your college career. You can find out how much by visiting opers.org and registering for an online account.

Leaving your money with OPERS – Why or why not?

You are not obligated to refund your account when you terminate your OPERS-covered job. You can keep your account on deposit with OPERS, as many students do who are planning a career in local, county or state government. If you think you might return to work in the public sector in the future, you should consider leaving your money on account as it represents service credit you have earned.

Requesting a refund

You can apply for a refund any time after you terminate your OPERS-covered position. Two months must pass from the date you terminated public employment before your refund will be issued. If you refund your account, you may receive your employee contributions and interest on those contributions.

Returning to an OPERS-covered position

If you return to an OPERS-covered position after refunding your account you'll lose the time you accrued and will start at zero service credit earned. You might be eligible to purchase this time back, but it is typically very expensive to do so.

If you keep your account on deposit with OPERS, you can pick up where you left off and continue contributing to the same retirement plan.

What if I requested an exemption?

Students are eligible to be exempt from OPERS membership while they're taking a specific amount of classes. Before you sign a student exemption, consider that the service credit you earn while in college counts toward your retirement if you become employed in the public sector during your career.

You might have filed for a student exemption from OPERS membership when you began your job, yet still have seen money deducted from your paycheck. If you did not register for classes while working the exemption is not valid, and you must contribute to OPERS during this period.

How to apply for a refund

You can apply for a refund through your online account. You have two options:

1. Roll over all or a portion of your account to an individual retirement account or a qualified retirement plan.

2. Have a refund sent directly to you.

Where do I turn for help?

Refer to the "Terminating Public Employment" leaflet on opers.org.

You may contact OPERS at 800-222-7377.

Payroll Questions?

Contact Us

Todd Prusha
Manager, Payroll
(216) 987-4842
Todd.Prusha@tri-c.edu

Financial Aid

Mary Grega
Interim Campus Director, Student Financial Aid and Scholarships – Metro Campus

Sarim Spetz
Associate Director, Student Financial Aid and Scholarships – Awarding and Processing

Federal Work Study Funding

What is Federal Work-Study?

Federal Work-Study funding is part of the student's eligibility when the Free Application for Federal Student Aid Application (FAFSA) is completed.

This fund is determined by the federal government and the College which allows the student to participate in on and off campus employment opportunities that are provided by the College or its external Partners.

Federal Work Study Funding

What do students need to do to receive this funding?

- Be registered for at least 6 credit hours in the academic year (Spring and Fall) in their course program of study

- In good standing for federal aid eligibility

- Have financial eligibility for both 2022-2023 and 2023-2024 based on their FAFSA

Federal Work Study Funding

- Students who are qualified to receive this funding will be awarded through their financial aid package. Students will be notified via email of their financial aid awards.

- Students in the Summer Internship Program using work-study funds will be paid at the same hourly rate provided by the Career Center.

- Students who are not qualified for federal work-study will be paid through institutional dollars.

Cuyahoga Community College

Career Center
In partnership with KeyBank Foundation
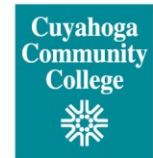
Financial Aid Contacts

Campus Work-Study Representative:

- Metro: Mary Grega, Mary.Grega@tri-c.edu, Phone: 216-987-4132
- East: Renee Francia, Renee.Francia@tri-c.edu, Phone 216-987-2376
- West: Kai Torres, Kai.Torres@tri-c.edu, Phone 216-987-5107
- Westshore: Lisa Wolff, Lisa.Wolff@tri-c.edu, Phone: 216-987-3585

Project Lead

- Mary Grega, mary.grega@tri-c.edu, Phone: 216-987-4132

Financial Aid Questions?

tri-c.edu

Tuition and Book Stipend

Debbie Peterson
Accountant, Student Business Services

Tuition and Book Stipend Process
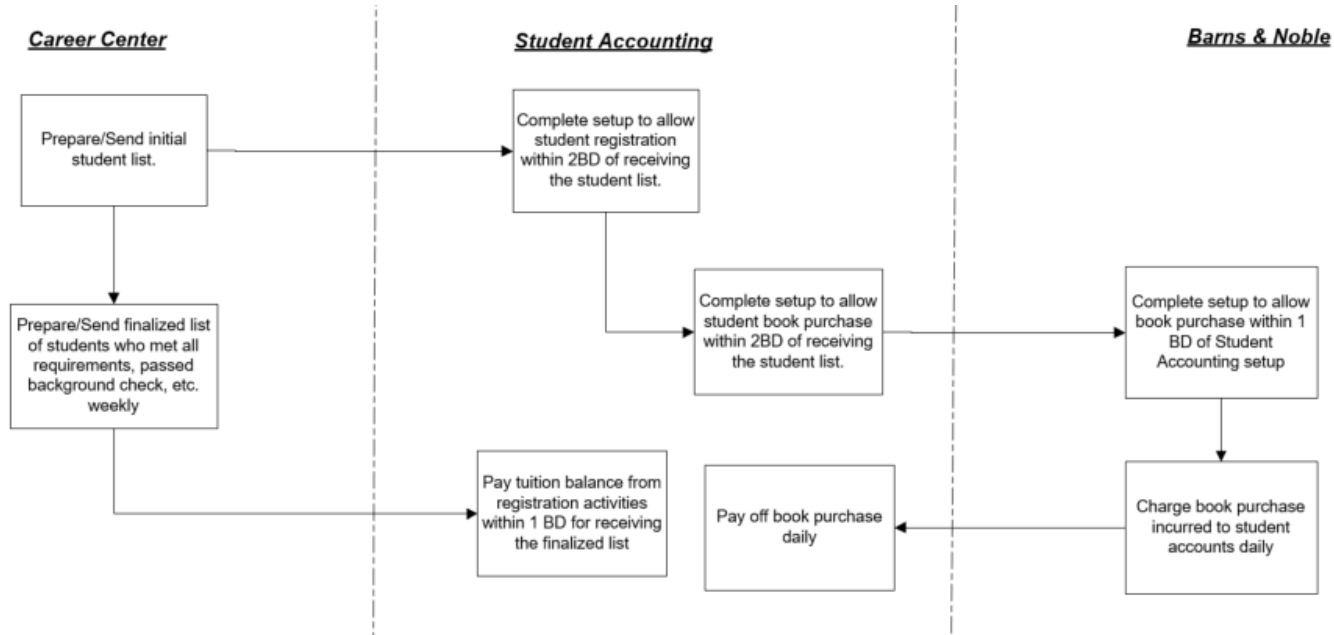
Frequently Asked Questions

1Q. Why do I have a balance?
1A. SIP only pays one class up to 4 credit hours and no fees. For example, the student signed up for a 5-credit hour class, SIP will pay 4 and the remaining 1 credit hour and fees will be the student balance. On rare occasions, a student may be approved for SIP but later on failed the background check or other requirements. The result is that the student will not receive any SIP benefits and will be responsible for tuition, fees, book charges incurred.

2Q. I was at B&N to buy books using my SIP benefits but was told by B&N that there was no available SIP fund for me.
2A. Several possibilities:
SIP book fund is not on your Stomp Card. You must tell the B&N cashier to look up your SIP fund in the B&N POS system.
The merchandize you want to purchase is not a permissible item for SIP fund. SIP can only be used for text books.
You showed up at B&N too early. You must wait at least 3 BD after Career Services submitting your name to Student Accounting to purchase books. Please check with Career Services for time of submission.
You showed up outside of the book voucher window. For Summer 2023, the window is from 5/19 through 7/21.

3Q. I purchased a book for my spring class. The same book can be used for the summer class as well. Can I use my SIP for the book I purchased?
3A. Yes. Please complete the attached Student Book Reimbursement Form
according to the instructions (listed on the form) and submit it to bursar@tri-c.edu
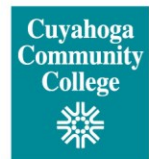
FAQs Cont'd

4Q. I already bought and paid for my book. How can I still get the SIP benefit for books?
4A. Two different ways to handle this:
1. If you bought the book from the campus B&N and it is now still within the book voucher window (as stated in Q&A #2), take you book and receipt back to B&N and ask them to charge your SIP fund and refund your original method of payment.
2. If you bought the book outside of B&N, please follow the steps in Q&A #3 to get reimbursed.

Note: No reimbursement request allowed if you missed the book voucher window as stated in Q&A #2.

5Q. I am trying to register for a class but it is asking for payment. Shouldn't SIP cover my tuition?
5A. Your SIP benefits will only kick in after Student Accounting received notification from Career Center regarding your SIP participation. If you want to get started early and register for classes, you will need to sign up for a payment plan or use other scholarship to pay for it.

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Stipend Questions?

Contact Us

Debbie Peterson
Account, Student Business Services
(216) 987-4733
Debbie.Peterson@tri-c.edu

tri-c.edu

Ways to Rock Your Internship

Dress for Success

❑ Have a conversation with your supervisor about appropriate attire for the role.

❑ You never know who you will interact with day-to-day.

BUSINESS CASUAL

Blazer Dark color

Shirt Long sleeve, button down oxford

Belt Match shoe color

Slacks Traditional dress slacks (khakis, Dockers, etc.)

Shoes Black or brown loafers

BUSINESS PROFESSIONAL

Hair Clean & neat

Makeup Natural & conservative

Dress Shirt Ironed, light colors

Suit Two-piece matched (Black, Charcoal, or Navy)

Accessories Minimal (5 max)

Shoes Polished, closed-toe dress shoes

Ways to Rock Your Internship

Request Feedback

❑Schedule/attend one-on-ones with your supervisor.

- Create an agenda of items you'd like to discuss and share it with them the day prior to your meeting.
  - Include: updates on work/projects, questions you have, requests for on-the job learning opportunities, suggestions for how you might be useful during your time.
- Ask for feedback and practice receiving it positively.
- Apply the feedback and check-in again.

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Ways to Rock Your Internship

Daily Professionalism

❑ Arrive on time (or early) to your internship.

❑ Be sure to check your email daily (even on the days you are not working).

❑ Use your Outlook/Gmail calendar to schedule time for meetings, assigned projects, time off, tasks that are on a deadline, etc.

❑ Continue to update your supervisor on work/projects.

❑ Extra time? Offer to help! Take initiative and ask your supervisor if they have any projects or tasks you can assist with.
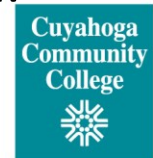
Professional Development

Attend at least one of the following sessions:

❑ Option 1 - **Virtual**: Thursday, June 8th, 1:00-2:30 pm / Judy Karpowicz: Whole Life Balance and Time Management

❑ Option 2 - **Virtual**: Wednesday, July 12th, 2:00-4:00 pm / Dr. Brad Imhoff: Managing Anxiety Throughout Your Education and Career

❑ Option 3 - **In-Person (Metro Campus)**: Thursday, July 13th, 1:00pm-3:00pm / Renita Jefferson: StrengthsFinder

New this year…

Required to attend the following event:

❑ In-Person: August 1st, 3:00-5:00pm, Jerry Sue Thornton Center - Ford Room(Downtown Cleveland): An Afternoon with the Presidents

If you cannot attend:

❑ You must submit a written request to your supervisor and Career Center point of contact.

Ways to Rock Your Internship

Leaving a positive impression

❑Write an individualized thank you note to your supervisor and any other influential staff members you worked with.

- Thank them for time they spent working with you, teaching you, and for the opportunity itself.
- Share with them what you learned, what skills you developed, and what experiences you most enjoyed and why.

❑Connect with them on LinkedIn
   ❑Give a Kudos

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Ways to Rock Your Internship

Update your resume and Handshake/LinkedIn Profile

❑ Make an appointment with a Career Coach to update your resume with your internship experience and newly developed technical skills.

❑ Add your newly updated resume to your Handshake profile.

❑ Update your experience in both Handshake and LinkedIn.

Ways to Rock Your Internship

Stay connected to your Career Center Point of Contact

❑We are here for you all summer!

❑Reach out if you have questions, comments, concerns or things to celebrate.

❑As your internship wraps up, send them a note about what you learned, things you achieved, and how this experience will help you moving forward.

Ways to Rock Your Internship

Complete Internship Evaluation

❑ Please complete the online Career Center's internship evaluation at the **end of your internship**.

❑ You will receive this via email within the last couple weeks of your internship.

❑ We want to hear from you and continue improving this experience each year.
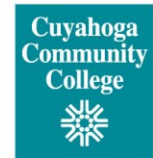
Career Center Questions?

Please contact your Tri-C Point of Contact.

Your Career Center Points of Contact

Felicia Barker

Felicia.Barker@tri-c.edu

Bethani Burkhart

Bethani.Burkhart@tri-c.edu

Vincent Consiglio

Vincent.Consiglio@tri-c.edu

Natalie Harrington

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Alison Ivey

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Robin Pijor

Robin.Pijor@tri-c.edu

Miguel Sanchez

Miguel.Sanchez@tri-c.edu

Maya Walsh

Maya.Walsh@tri-c.edu

Breakout Rooms

- Breakout Rooms are with your Career Center Representative who will be your Point of Contact throughout the summer for SIP questions. Sessions will be between 10 – 15 minutes.

- **Attendance is being taken for payroll purposes.**

- Click the **JOIN button next to your POC**. If you don't remember your POC, please let us know and we can remind you.

- You will be dismissed once your Breakout Room is done – no need to go back to the group.

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