**New York Mission Society’s Internship Coordination & Management**

**Policies and Procedures**

**Orientation**

Prior to beginning internships all interested students must attend at least one unpaid orientation session. Topics to be covered in this session include (but are not limited to) the following:

* Documents required for internship consideration.\*
* Deadline for document submission
* Timesheets (completion, submission, due dates, etc.)
* Expectations of interns
* Hours (Explanation of hours and program/state related policies regarding weekly hours)
* Weekly Seminar requirement
* Academic and attendance policies

\*Documents Required for internship consideration are the following:

* LTW Intern General Information Form
* Valid Picture Identification
* Social Security Card w/ Student signature

Upon completion of the introductory session, all interested students will be asked to:

1. submit documents to the Internship Placement Specialist (IPS) and
2. complete the general information form (NYCMS internal document).

The deadline to submit documents (typically one week from the date of the orientation) is given during the orientation session.

**Onboarding**

* Once a student submits the required documents and completes the general info form, they are sent by the IPS to Keisha (NYCMS Human Resources Associate) so she can create a PayCom account**.** 
  + **The time period between the request for documents and the submission of these documents to HR is determined largely by the response of the student. It could be the same day as the info session or 2 weeks later.**
* The PayCom account is typically created in 1-2 business days. This time period may be a bit longer at beginning of the school year since there are many accounts being created. However, this is usually done within 4-5 business days.
* Once the account is created, students will receive an email from PayCom within the next 24 hours with instructions, Username, and Temp password.
* required for internship consideration.
* The IPS should ensure that students are informed about this notification from PayCom. Once the student logs on to PayCom they will be asked to change their password. (Some programs have standardized passwords for interns).
* The IPS receives an automated email that states a checklist has been assigned to the student for completion.
* The assigned checklist include the following tasks:
  + I-9 Form
  + W-4 Form
  + NYS IT-2104
  + Emergency Contact form
  + Sexual Harassment Video (45 minutes, NYS requirement)
  + Sexual Harassment certificate of Completion upload
  + (3) Sexual Harassment Acknowledgement Forms (to acknowledge that the student has read and understand the Sexual Harassment Policy, a NYS requirement. Acknowledgment of the Sexual harassment complaint form. Acknowledgment of Sexual Harassment Fact sheet.).
  + NYC Human Rights Acknowledgement Form
  + Policy and Complaint Form
  + Direct Deposit Agreement Form ( Optional)

**The length of time taken to complete the checklist is dependent on the student. Some complete their checklist in one day while others may take longer. The IPS can provide assistance to students requiring support with completion.**

**Process beyond submission of documentation**

* Once the checklist is done, the IPS must review documents to ensure they have been completed accurately and then email the HR Associates to inform her that the intern’s checklist has been completed.
* HR Associate will then conduct E-Verify based clearance for the intern. This is typically conducted in 1-3 business days. HR Associate will then email the IPS to inform them of the interns work authorization status. If the E-verify system requires additional time and or documentation HR Associate will provide the needed information to the IPS
* Once the intern has been cleared via E-verify, HR Associate will inform the IPS that the intern has been cleared, including the intern’s start date, and to move forward with creating the Personnel Action Form (PAF, NYCMS electronic personnel document).
* While waiting to be cleared, interns can meet with the IPS to discuss placement, schedule mock interview, and schedule/ attend actual job interview. Intern can commence their internships once the IPS have received the email stating they have been cleared.
* Upon notification of clearance the IPS will then create a New Hire PAF for the intern and forward it to the Program Director for approval. Subsequent PAF approvals will proceed as follows: Program Director, AVP Career & Education Pathways (Edrick), SVP Program Operations (AnnDenise), and SVP Finance (Sharada). SVP Finance will forward the PAF for HR Associate’s review who will then forward to SVP Human Resources (Rick)

**The entire process can take as little as 2 weeks to complete if the student brings in their documents and completes them in a timely fashion. Outside of the IPS submitting the documents and creating the PAF, the student response dictates the length of the process.**