



WEEKLY WRITING JOURNAL: Week of October 11th, 2018

During the week of October 11th, 2018 I spent the majority of my internship hours corresponding with Bridges Scholars who are having difficulty finding a faculty mentor. Scholars who take part in the NIH Bridges Scholars program are usually able to find faculty mentors in their field of interest before the semester starts. However, this semester securing a faculty mentor seems to have become more problematic than it was in the previous semesters. In retrospect I have noticed that this semester there has been an increase in emails from scholars regarding issues with finding/securing a faculty mentor suitable to their needs.

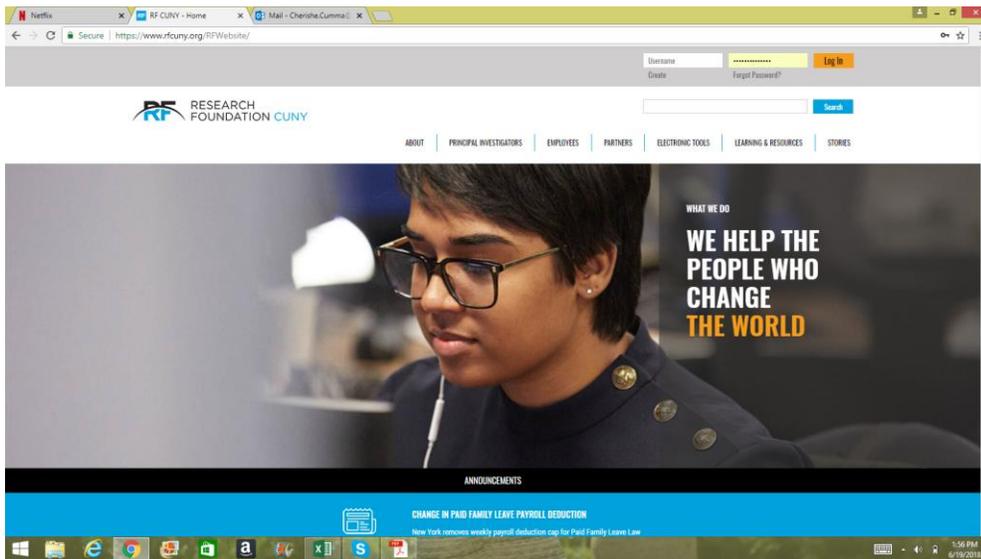
For those of you who may not know, a major requirement of the NIH Bridges Scholars program is that each scholar has a faculty mentor who they will work closely with during the semester. The scholar will be taking on the role of a research assistant to the faculty member and assist their mentor with whatever research experiments they are currently working on. It is imperative for the scholars to find a faculty mentor before the semester starts because each scholar must complete a designated amount of work hours in order to be paid. If the scholars aren't able to find a mentor they will not receive the full funding the Bridges program provides.

Once acquiring a mentor scholars have to complete and submit their hours through a digital timesheet via The Research Foundation CUNY website. The process of submitting the timesheet via the RF CUNY website can be very taxing for scholars so I developed an instructional manual to assist the students with accessing and filling out their timesheets. I took into consideration that students may want to access the RF CUNY website but are unable to

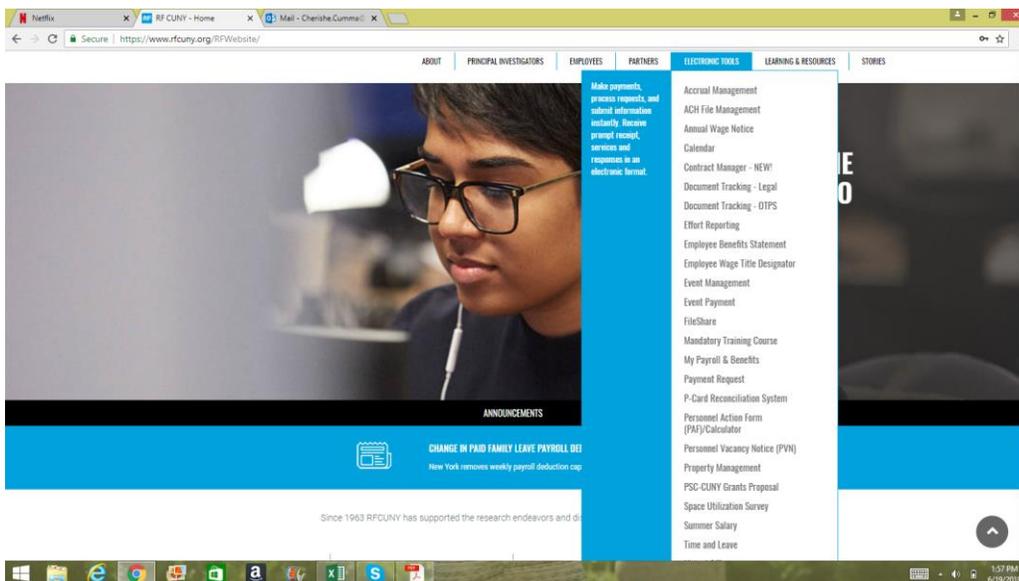
understand the levels of organization found on the site. So I created a simple instruction manual which you can see below.

RF CUNY TIMESHEET INSTRUCTION MANUAL

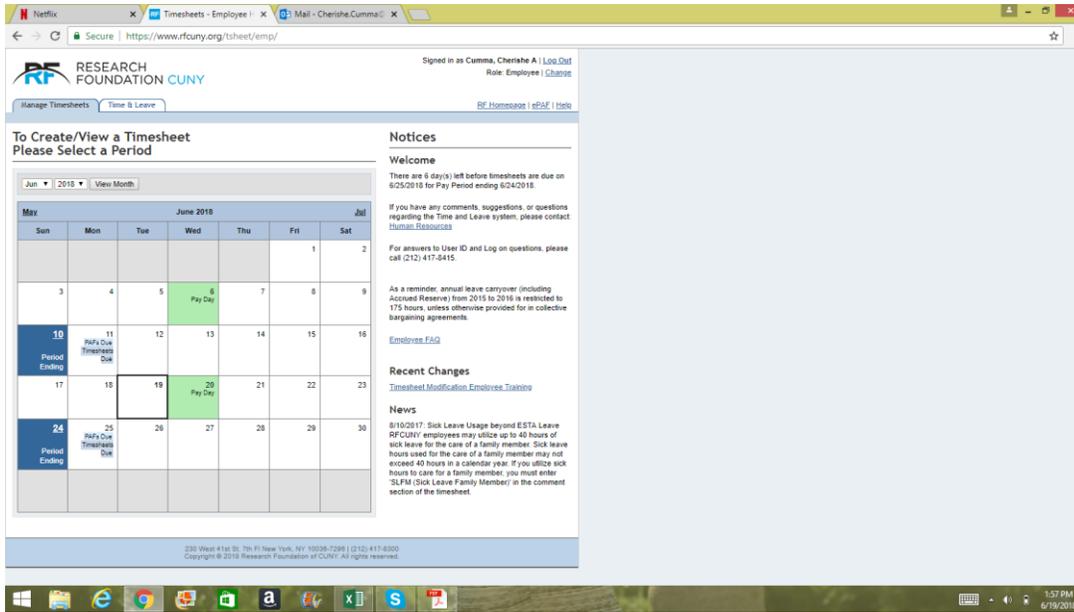
Step 1: Navigate to the RF CUNY website using this link <https://www.rfcuny.org/RfWebsite/> or by typing RF CUNY into google. You should see the screen below when the RF CUNY home page pops up.



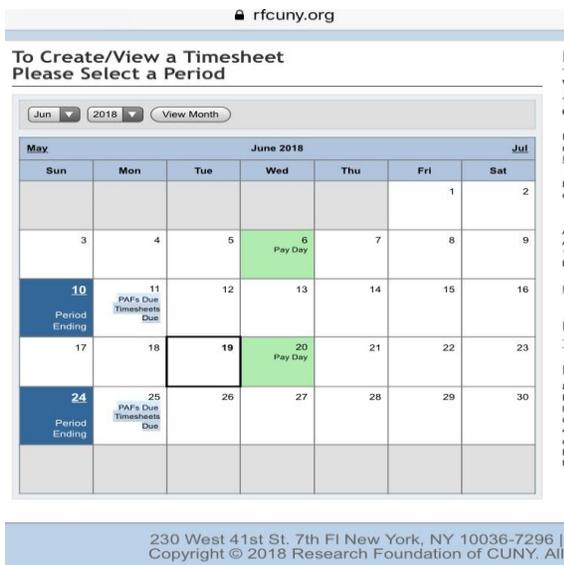
Step 2: After logging in click on the “Electronic Tools” option on the top navigation bar.



Step 3: After the drop down box appears search for the “Time and Leave” option, click on it and you will be taken to a new page.



Step 4: Next another page will load that is labeled “To Create/ View a Timesheet Please Select a Period”. Click on the time period that coincides with the current date and month that you are working in.



Step 5: Next a screen will pop up with dates that have open slots where you can input your time. Each day that you work simply input the hours you have worked into the slot and then click “Preview Timesheet” at the bottom left hand corner of the screen.

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Emp Comments View: Emp, Pl, Timesheet	Total
Monday	06/11/2018	8.00	0.00	0.00		0.00		8.00
Tuesday	06/12/2018	0	0	0.00		0.00		0.00
Wednesday	06/13/2018	5.00	0.00	0.00		0.00		5.00
Thursday	06/14/2018	6.00	0.00	0.00		0.00		6.00
Friday	06/15/2018	0	0	0.00		0.00		0.00
Saturday	06/16/2018	0	0	0.00		0.00		0.00
Sunday	06/17/2018	0	0	0.00		0.00		0.00
Week 1 Subtotals:		19.00	0.00	0.00	0.00	0.00		19.00
Day	Date	Reg	Annual	Sick	Uns	Other Paid	Comments	Total
Monday	06/18/2018	5.00	0.00	0.00		0.00		5.00
Tuesday	06/19/2018	2.50	0.00	0.00		0.00		2.50
Wednesday	06/20/2018	2.00	0.00	0.00		0.00		2.00
Thursday	06/21/2018	0	0	0.00		0.00		0.00
Friday	06/22/2018	0	0	0.00		0.00		0.00
Week 2 Subtotals:		9.50	0.00	0.00	0.00	0.00		9.50
Total Charges:		28.50	0.00	0.00	0.00	0.00		28.50

Status:

- The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly.

Warning

Preview Timesheet(s) Cancel

Step 6: After clicking “Preview Timesheet” your hours will be locked into the RF CUNY Timesheet that you are working on. In order to save your time you must click “Save” in the bottom left hand corner of your screen.

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Warning

Save Save & Submit Edit Void Only This Timesheet

Be careful not to choose “Save and Submit” while you are still working. You should only choose “Save & Submit” once you have already worked all of your 35 hours for the time period. Once you click “Save & Submit” your Timesheet will be submitted to your supervisor for approval.

