
CEE Summer Research Program Administrative Training

Carnegie Mellon University

Civil and Environmental Engineering

Professional Expectations: Logistics

- Hours are 8:30am – 5:00pm
 - 1 hour break for lunch
- Scheduling vacation time
 - Supervisor approval required
 - Notify your supervisor and Susan Finger once approved
 - Options for making up time
- Roundtable and Professorial Development lunches weekly
- Work space: Graduate and Undergraduate Cluster

Professional Expectations: Succeeding as an Employee

- **Deliverables**
 - Your supervisor has expectations regarding your production
- **Pay attention to how things work around you**
 - This is not just a chance to gain independent research experience
 - Expand the number of transferable skills you're gaining
- **Set priorities**
 - Know what's expected of you, and prioritize the completion of tasks
 - Not sure? Ask!
- **Ask for feedback**
 - Be proactive about this
 - Critical feedback is a gift – it allows you to improve and do better next time
- **Mirror the behavior of those you respect**
 - Not sure how to handle something? How would your professor or a PhD student you respect act?

Campus Policies

- Students are expected to read, understand, and adhere to all university policies and guidelines.

The following policies pertain to employment.

This list is not comprehensive; for more information about university policies and guidelines, please refer to the student handbook, *The Word*, produced by Student Affairs, available online.

Campus Policies: Sexual Harassment

- It is the policy of Carnegie Mellon that no member of the University community may sexually harass another. Carnegie Mellon is dedicated to the free exchange of ideas and intellectual development of all members of the community.
- This policy should be reviewed on-line at:
http://www.cmu.edu/student-affairs/theword/comm_standards/sex_assault.html

Campus Policies: On the Job Injuries

- All Carnegie Mellon employees are covered by Workers' Compensation for physical injuries and occupational diseases that arise out of and in the course and scope of employment.
- For more information please visit the HR website: www.cmu.edu/hr

Roundtable and Professional Development Meetings

- June 8 12:00-1:30
 - Roundtable Discussion
- June 15 12:00-1:30
 - Professional Development
- June 22 12:00-1:30
 - Roundtable Discussion
- June 29 12:00-1:30
 - Roundtable Discussion

Roundtable and Professional Development Meetings

- July 6 12:00-1:30
 - Roundtable Discussion
- July 13 12:00-1:30
 - Roundtable Discussion
- July 20 12:00-1:30
 - Professional Development
- July 27 12:00-1:30
 - Roundtable Discussion

Poster Presentation Session

- July 28th 1:00-3:00
 - Must be prepared to begin at 11:00am

Workday

- **Workday** – CMU’s HR, payroll, benefits, and time tracking system
- **CMUWorks Service Center** – Manages Workday system and processes all Workday transactions

Onboarding

- Refer to onboarding checklist (sent by the CMUWorks Service Center) to ensure necessary steps are completed prior to 6/1
- I-9 (sections 1 and 2) **MUST** be completed by 6/3 at the absolute latest (legal requirement)
- SSN is required to complete Part 2 of Workday Inbox Items (payment elections, tax withholding elections)

Social Security Numbers

- Once card is received, inform CMUWorks Service Center (4516 Henry Street) as soon as possible so that they can update your payroll record
- If not updated by 6/6, a physical check will be issued (must have SSN application receipt and I-9 must be completed)
- Review tips on keeping your SSN secure

Navigating Workday

- My Workday Toolkit: <http://www.cmu.edu/my-workday-toolkit/students.html>
- Guides for entering time, adding/changing direct deposit elections, viewing pay slips, self-identification, accessing electronic tax forms

Entering Time in to Workday

- All hours worked (37.5/week) need to be entered into Workday in order to be paid
- Enter hours for CEE position (not Job Management Student Job Profile)
- Refer to biweekly pay schedule for time entry deadlines <https://www.cmu.edu/cmuworks/payroll/calendars/2017-Payroll-Calendars-Domestic-US.pdf>
- Enter nothing for vacation/absences

July 4th

- July 4th is a University holiday
- You are not compensated for vacation time, but you are not expected to work
- Regardless of which option you choose, make sure to notify your supervisor:
 - **Option A:** Work standard hours
 - **Option B:** Take July 4th off
 - **Option C:** Work 2.5 extra hours one day/week in July

Contacts

- **Julianne Fehrenbach – CEE Finance & Personnel Administrator**
 - metzgerj@cmu.edu; 412-268-1273
 - Walk-ins welcome, appointments preferred
 - Summer hours – 8:00am – 4:30pm
- **Shelby Ikeda- Associate Director/Career Consultant**
 - sikeda@andrew.cmu.edu; 412-268-2064
- **Valerie Quatrini, Associate Director/Career Consultant**
 - vquatrini@andrew.cmu.edu; 412-268-2064
- **CMUWorks Team**
 - cmu-works@andrew.cmu.edu; 412-268-4444
 - 4516 Henry Street