

Quick Guide – Extensions/Adjustments & Quick Tips

Extension & Adjustments:

When adjusting or extending your intern's current agreements, do the following based on changes needed in their agreement. ** Any changes to a current agreement will require a "Adjust Agreement Form".*

New budget sheet for:

- Pay raises
- Account Changes (Account, Project code)
- Extensions
- Adding Fund (Travel, Bonuses, etc.)
- Going from Summer to Fall & Spring or Fall & Spring to Summer

Adjust Intern Agreement Form: Under Partner Tools

- Any changes to intern's agreement
- Pay change
- Account Change
- Internship End date
- Extending to Fall & Spring or Summer to Fall & Spring

Number of Intern Hours Allowed to Work:

- Interns may not be employed by SUU for more than 1500 hours in a 12-month period. **The IIC reserves the right to terminate interns who reach 1400 hours to avoid overages.**
Example: November 2018 – October 2019 (not a calendar year)
- IIC will notify mentor when the intern hours reach 1200 hours

Summer Hours (First full week of May – Third week of August):

- Non- Student- can work up to 29 hours per week during summer if they have worked 29 hours during either Fall or Spring semester
- Hourly Students- can work up to 40 hours a week during summer if they have worked 20 hours a week during Fall or Spring semester.

Fall & Spring Hours (Fourth week of August - First Friday of May)

- Hourly Students- 20 hours during the Fall or Spring semesters. This only applies to SUU students
- Non- Students- 29 hours per week during Fall or Spring semester as long as intern has not worked 40 hours during summer

Work Week: Friday - Saturday

Pay Period / Paydays: Time sheets are due at 11:59pm on the 15th & 30th/31st of each month

- **Pay Periods:** 1st – 15th – Time sheet is due at 11:59pm on the 15th (**Paid** - 25th of that month)

- **Pay Period:** 16th -30/31st - Time sheet is due at 11:59pm on the 30th or 31st (**Paid** - 10th of following month)



