

Quick Guide – Extensions/Adjustments & Work Hours

Please email IIC Operations Manager to receive passcode for all partner forms

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: 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 1500 hours to avoid overages.**

SUU Student (All internships are limited to 1500 hours in a calendar year)*

- Option 1: SUU Semester Season: 20 hrs/week during the fall and/or spring semester while school is in session.
- Option 2: Summer Season (April - Sept. start date). Max 40 hrs/week up to 960 hours (24 weeks).
- Option 3: Summer Combined: 40 hrs/week until school starts and during breaks (960 hours max) + 20 hrs/week during the fall and/or spring semester up to 1500 hours in a calendar year.
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Non-SUU Student (All internships are limited to 1500 hours in a calendar year)*

- Option 1: Semester Season: 29 hours/week while school is in session during the fall and spring semesters. Intern can work 40 hrs/week during breaks. Intern's total hours may not exceed 1500 hours/calendar year.
- Option 2: Summer Season: (April - Sept. start date) Max 40 hours/week up to 960 hours (24 weeks).
- Option 3: Winter Season: (Oct. - March start date) Max 40 hours/week up to 960 hours (24 weeks).
- Option 4: Combined Summer (April - Sept. start date). Max 40 hours/week up to 960 hours (24 weeks) + extension for 29 hours/week up to 1500 hours max (up to an additional 18 weeks).
- Option 5: Combined Winter (Oct. - March start date). Max 40 hours/week up to 960 hours (24 weeks) + extension for 29 hours/week up to 1500 hours max (up to an additional 18 weeks).

Work Week: Friday - Saturday

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

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

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