Office of Educational Programs

Intern Request Form

January 2014

Rev. 1

Brookhaven Science Associates

BROOKHAVEN NATIONAL LABORATORY

Intern Request Form

To provide a brief overview on how to complete an Intern Request Form

Important: Before requesting a student from OEP with this Intern Request Form, the mentor must identify prospective interns from the DOE-WDTS intern applicant pool .

Process Steps:

•Mentor must be registered in PeopleSoft Financials.

•Mentor fills out Intern Request Form, submits form for approval, and enters Department Education Coordinator.

•System generated email notifies Department Education Coordinator which logs on to review Intern Request Form, enters any additional information, approve, and enters the remaining department authorized approvers.

•System generated email notifies all authorized department approvers. They log on to review Intern Request Form, enter any additional information, and approve.

•System generated email notifies Training Coordinator (to review Intern Request Form, complete Training form, and approve) and OEP Administrators (to review Intern Request Form, add additional information if needed, track, and approve).

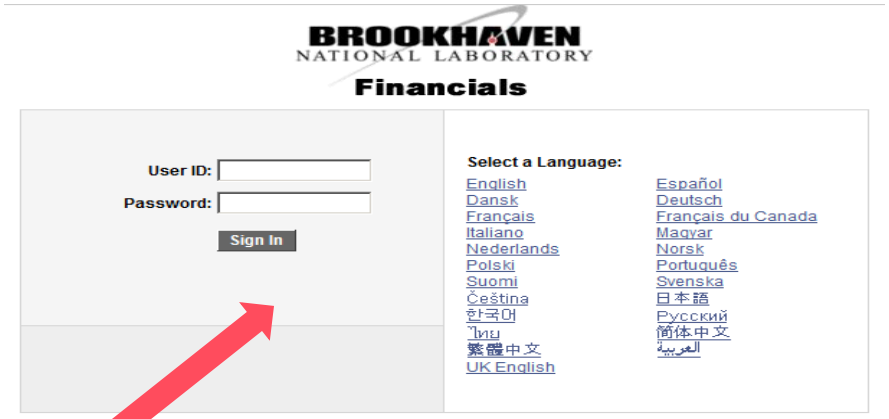
•After all authorized department personnel and OEP Administrators have approved the Intern Request Form, system generated email notifies OEP Managers for the final review, enters any additional information, and approve ("Completed" status).

Note: If a form has been rejected, the approval process will have to be repeated. If the form is in "Completed" Status, the OEP Manager must be contacted to make any necessary changes.

Intern Request Form

Menu Navigation

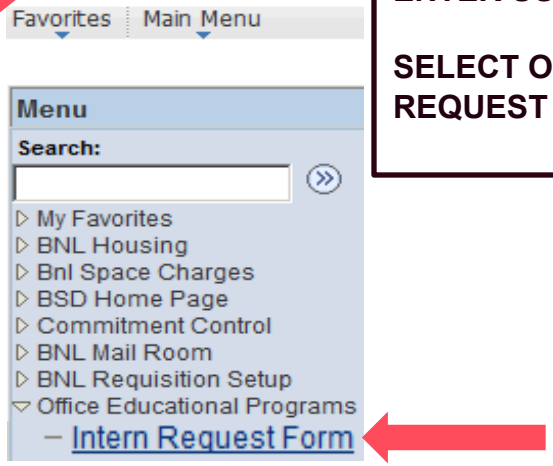
BNL Home Page



BNL HOME PAGE > SELECT PEOPLESOFT FINANCIALS

ENTER USER ID AND PASSWORD – CLICK SIGN IN

SELECT OFFICE EDUCATIONAL PROGRAMS > INTERN REQUEST FORM



Intern Request Form (Cont'd)

Add – Intern Request Form

Intern Request Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

SELECT ADD A NEW VALUE TAB

Search Criteria

Intern Request Number:	begins with	
BNL Department Code:	begins with	
Mentor:	begins with	
Name:	begins with	
Intern Name:	begins with	
Intern Request Status:	=	
Program Type:	=	
Calendar Year:	=	
Semester:	=	
Intern Program:	begins with	

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

CLICK ADD BUTTON

Intern Request Form

Find an Existing Value | Add a New Value

Intern Request Number: NEXT

Add

Find an Existing Value | Add a New Value

Note: "Find an Existing Value", once form has been saved, use the Search Criteria to find an existing Intern Request Form, Click the Search Button

To view all, just click the Search Button

Intern Request Form Part 1

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Add Attachments

Help

Brookhaven National Laboratory
Office of Educational Programs
Intern Request Form

Intern Request #: 0000000020 Status: Intern Request Form Open for Input
*Dept Code: AO Information Technology Div
Mentor: 12573 MACK,GREGORY B
Building #: 1005S Phone Extension: 7617
Email Address: gmack@bnl.gov

Program Type: BNL Semester: Fall Calendar Year: 2013
Intern Program: College Research Teams Program (CRTP)
Start Date: 10/07/2013 End Date: 12/25/2013
Chairperson/Head: 0020R RUSSELL,MATTHEW
Comments: Optional field - Add any additional information if needed

Core Capabilities
Biological Systems Science

Funding Source
Office Of Science - Biological Research

Save | Return to Search

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Add Attachments | Report Page

Intern Request Number displays "NEXT". When saved, system generated number is assigned.

Status - Intern Request Form Open for Input - form is open for data entry
Note: Use the Tab Key and/or click in each field to advance
The remaining fields in this section display based on the Mentor that has logged on. Fields can be changed if needed.

Data entry - make the appropriate selections using either the Drop Down arrow or Look up Icon for the following: Program Type, Semester, and Intern Program, Note: *Calendar Year (display mode)*

Start/End Dates – Use the Calendar Icon to the right of field or enter MM/DD/YYYY
Note: Some programs may have dates set by system

Chairperson/Head – displays – based on Dept Code

Comments (optional) - enter any additional information needed – use Expand Icon to display a larger text box for data entry

Core Capabilities and Funding Source – select by using the Look up Icon

Note: To add another use the Plus sign to left and a new line displays. Use the Minus sign to delete, if needed.
Form navigation – click the Tabs at the top to display each page.
button will eventually display help relating to the page.

Help

BROOKHAVEN NATIONAL LABORATORY

Intern Request Form Part 2

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Add Attachments | Report Page

Help

Brookhaven National Laboratory
Office of Educational Programs
Intern Request Form

Title of Project:

RESEARCHING THE ENVIRONMENT

Legal Notice:

This internship project is intended to expose you to the science of research and further enhance your academic pursuits. While at BNL, you will learn and your mentor will assist you

Description of Assignment:

with the four experiments that will be performed.

Suggested Reading:

Optional field

Choice of Intern

		Choice No.	Intern Name (Last Name, First Name)	Contact Intern	Contact Date	Intern Selected
+	−	2	Doe,John	☑	10/04/2013	☐
+	−	1	Smith,Jane	☑	10/04/2013	☐

Save | Return to Search

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Add Attachments | Report Page

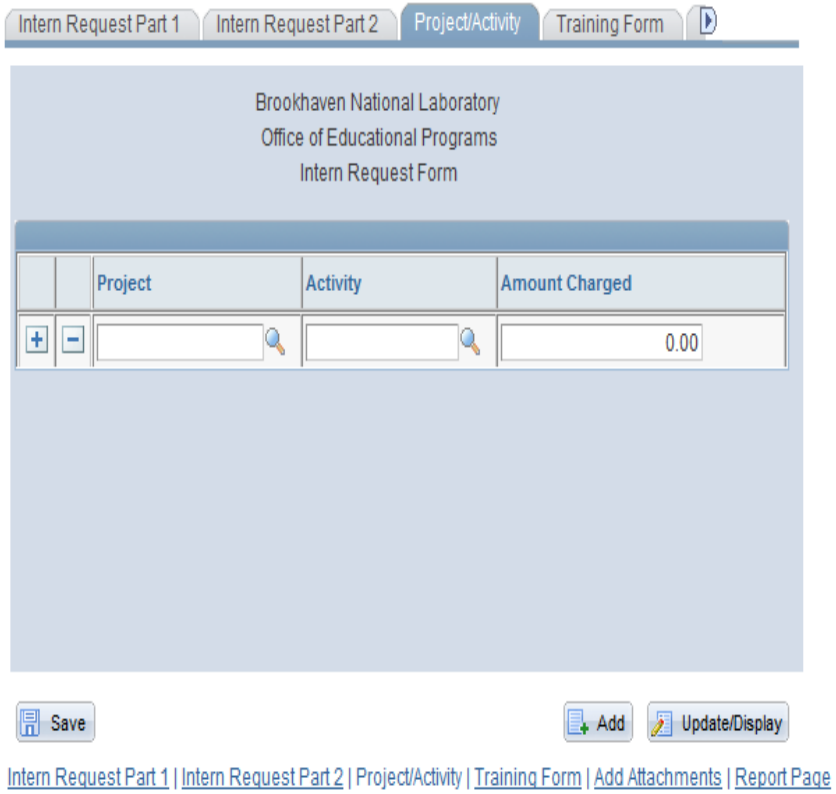
Enter the following information on Part 2 of the Intern Request Form

- **Title of Project: Enter title (required)**
  Note: Use Expand Icon to display a larger text box for data entry
- **Legal Notice: Read this section, then go to the "Description of Assignment" section and continue with a description of the assignment**
- **Suggested Reading (optional)**
- **Choice of Intern Section**
  Enter Intern Name – Last Name, First Name
- **Choice No. - Enter the number according to your choice in the selection process (i.e., first, second , third, and so on)**
- **Contact Intern – Check this box - Mentors must contact Intern about the project**
- **Contact Date – Enter date to contact Intern. Use the Calendar Icon to the right of field or enter MM/DD/YYYY**
- **Intern Selected – Check this box for the Intern selected for the program**

Note: To add additional Intern(s), use the Plus sign to the left, use the Minus sign to delete , if needed.

An Intern must be selected before form can be submitted for approval.
Always remember to save after completing data entry on each tab.

Project/Activity



Project and Activity - Enter or select using **Look up Icon**

Amount Charged - Enter (for example, 100.00) – ***Do not enter dollar signs $*** *and save.*

To add additional Project, Activity, and Amounts Charged – use the **Plus sign** and to delete, use the **Minus sign** .

Important: The Project and Activity is required, the Amount Charged can be entered by an authorized department approver later in the process.

NOTE: Remember to save your form. A system generated number will be assigned. The Intern Request Form number is also needed to attach a document. Also, if you need to exit the system to complete later, you will be able to retrieve your saved form.

Next, is the Training Form Tab.
The Training Form is to be filled out by the Mentor prior to the Department Training Coordinator's edit/ approval.

Training Forms

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Add Attachments | Report Page

Brookhaven National Laboratory
Office of Educational Programs
Intern Training Form
New Employee/Guest Orientation Form

Administration

Supervisor's Section:

Will Radiation Dosimetry be issued? ○ Yes ◉ No

Will Individual be working in areas belonging to another department? ○ Yes ◉ No

if yes, list working Department, Location, and Contact Name.

Dept Code: Location:

Contact Name:

Supervisor's briefing on job - and work - location-specific hazards completed.

Training Coordinator Section:

Training Coordinator briefing on training requirements.

Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.

Job Training Assessment (JTA) Codes

		*Job Id	Job Title
+	−		

General Employee/Radiological Training

		*Course id	Course Title
+	−		

Additional Required Training

Other Required Training

Save

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Add Attachments | Report Page

The Training Form is to be completed by the Mentor prior to the Department Training Coordinator's edit/approval.

The form displayed is an example of the one used by all departments with the exception of Photon Sciences (PS) and Center for Functional Nanomaterials (NC) which has different forms. When Mentor logs on, the system will default the appropriate Training Form based on their Dept Code.

The next page is examples of Photon Sciences and Center for Functional Nanomaterials Training Forms

The fields not displayed on the Training Forms will be pre-filled by the system from data entered on the Intern Request Form when printed from the Reports Page Tab.

When the Intern Request Form has been completed and approved by all the authorized department approvers. A system generated email is sent to the Department Training Coordinator and OEP Administrators.

Next, is the Add Attachments Tab . Use this tab to attach a document to the Intern Request Form.

Training Forms (Cont'd)

An example of Photon Sciences Training Form

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Add Attachments

Brookhaven National Laboratory
Office of Educational Programs
Intern Training Form
Photon Sciences Directorate Orientation Form

BNL Web Courses

		*Course Key	Course Title
+	-		

Photon Sciences Web Courses

+	-	

Courses taken after arrival at BNL.

+	-	

Courses that have already been taken.

+	-	

Save | Add | Update/Display

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Add Attachments | Report Page

An example of Center for Functional Nanomaterials Training Form

Favorites | Main Menu > Office Educational Programs > Intern Request Form

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Approvals | Add Attachments

Brookhaven National Laboratory
Office of Educational Programs
Intern Training Form
CFN Department New Employee/Guest Orientation Form

All New Employees

		*Course Key	Course Title
+	-		

Training Required for Laboratory Workers

+	-	

Other Training for Laboratory Workers

+	-	

Guests

+	-	

Location Specific Training

+	-	

Radiological Training

+	-	

Contracts/Vendors (Laboratories Access Codes)

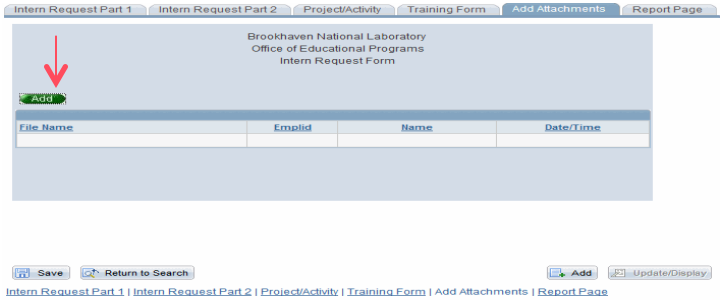
+	-	

Save | Return to Search | Add | Update/Display

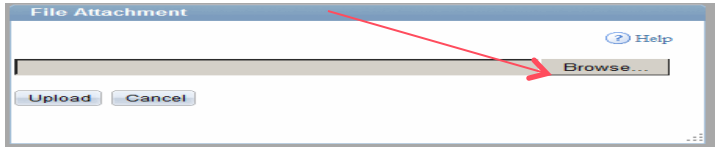
Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Approvals | Add Attachments | Report Page

Add Attachments

To add an attachment, click the green **Add Attachment button - Note: Form must be saved first before you can add an attachment**



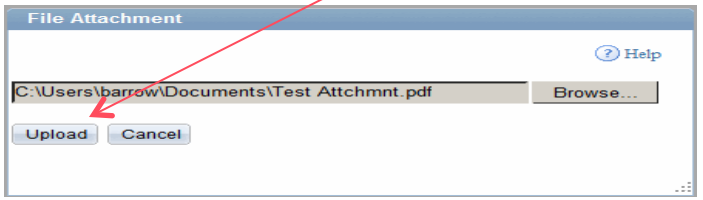
Click the **Browse button** to locate the file you wish to attach



Note: If the wrong file was selected in error, use the Cancel button and start again

Locate the file you wish to attach and click the **Open button**

Next, click on the **Upload button**

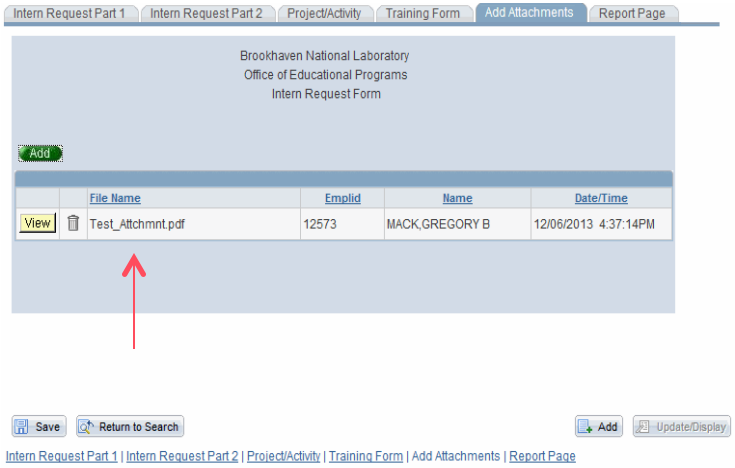


The file will display as shown below.

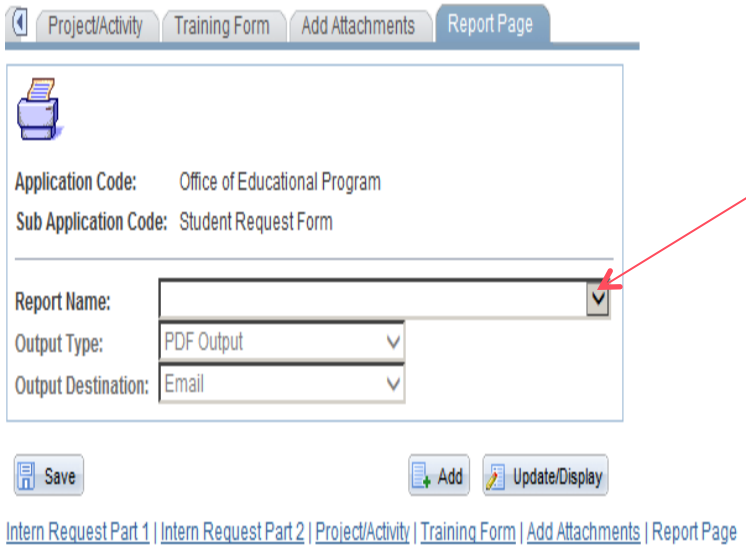
Note: You can view the file by clicking on the **View button** View.

To add additional attachments, repeat the previous steps

To delete a file, use the **Trash Can Icon** 🗑.



Reports Page



Use the Report Page to print a form

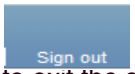
Select the Report Name from the Drop Down arrow

Click the Printer Icon

A pdf of the report will be sent to you via email.

The Mentor, when ready, submits the Intern Request Form for approvals. See "Submit for Approval".

Sign Out



If you need to exit the system before submitting, remember to "save". Use the Sign Out Link located in the right hand corner of the screen. To retrieve the form, use the navigation steps to search and continue.

Submit for Approval

Mentor goes to Intern Request Form Part 1 and selects

Status: Intern Request Form Submitted for Approval

System checks all required fields by highlighting if missed you will need to fill them in and save.

Note: Also, if an Intern has not been selected on Part 2 of form, you will be prompted to do so. You will need to go back to Part 1, to submit form again

Next, you will be prompted to enter the Department Education Coordinator - select and click OK as shown in the example below

Intern Request Form Part 1 | Intern Request Form Part 2 | Project/Activity

Brookhaven National Laboratory
Office of Educational Programs
Intern Request Form

	Required	Role Approval	Empl ID	Name
1	☑	Department Education Coordinator	12573	MACK,GREGORY B

OK Cancel

System returns you to Intern Request Part 1 and displays a new tab "Approvals" – click the Approvals Tab

Intern Request Form Part 1 | Intern Request Form Part 2 | Project/Activity | Approvals | Add Attachments

Brookhaven National Laboratory
Office of Educational Programs
Intern Request Form

Intern Request #: 0000000032 Status: Intern Request Form Submitted for Approval

The Mentor's approval displays and system generates email notification to Department Education Coordinator.

The Approvals Page will display as follows until all have approved

Intern Request Form Part 1 | Intern Request Form Part 2 | Project/Activity | Approvals | Add Attachments

Brookhaven National Laboratory
Office of Educational Programs
Intern Request Form

Scroll Area | Find | View All First 1 of 1 Last

Release No: 1 Role Level: 01 Entered: 10/31/2013 8:32AM Updated: 10/31/2013 8:32AM
Role Status: Waiting for Department Education Coordinator Approval
Comment:

Approval List

Approval Date & Time | Comments | Approval/Email List

	Role Approval	Role Level	Approval	Empl ID	Name	Approval Date Time
1	Department Mentor	00	Approved	13516	BARROW,JOAN A	10/31/13 8:32:29AM
2	Department Education Coordinator	01	Waiting for Approval			
3	Budget Administrator	02	Waiting for Approval			
4	Department Chair/Department Designee	02	Waiting for Approval			
5	GIS Administrator	02	Waiting for Approval			
6	OEP Administrator	03	Waiting for Approval			
7	OEP Manager	04	Waiting for Approval			

Save Add Update/Display

Intern Request Form Part 1 | Intern Request Form Part 2 | Project/Activity | Approvals | Add Attachments

Mentor signs out of the system by clicking on the link located in the right hand corner of screen

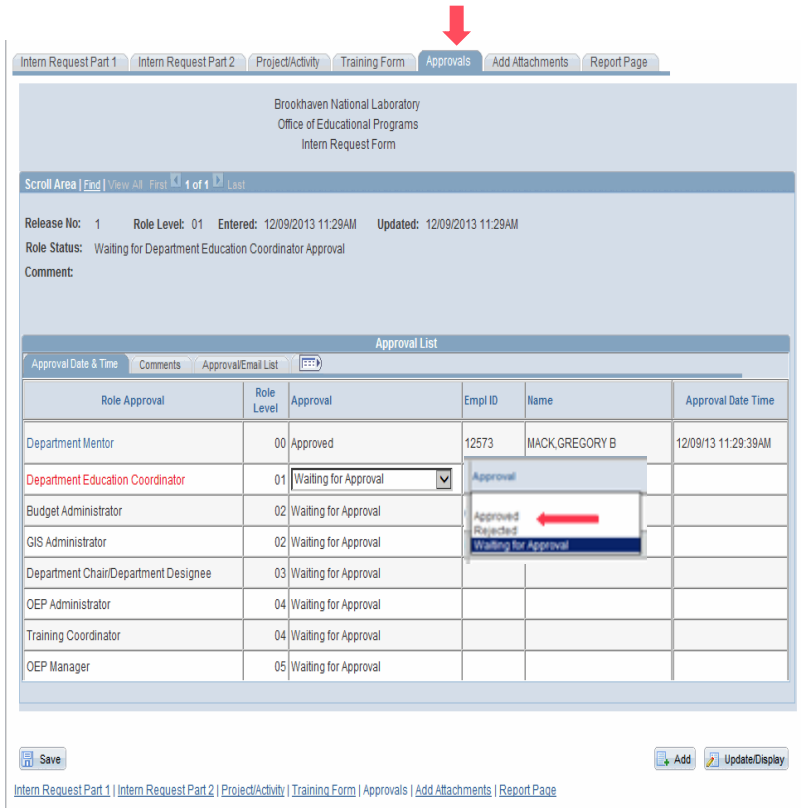
Sign out

Next, Department Education Coordinator steps

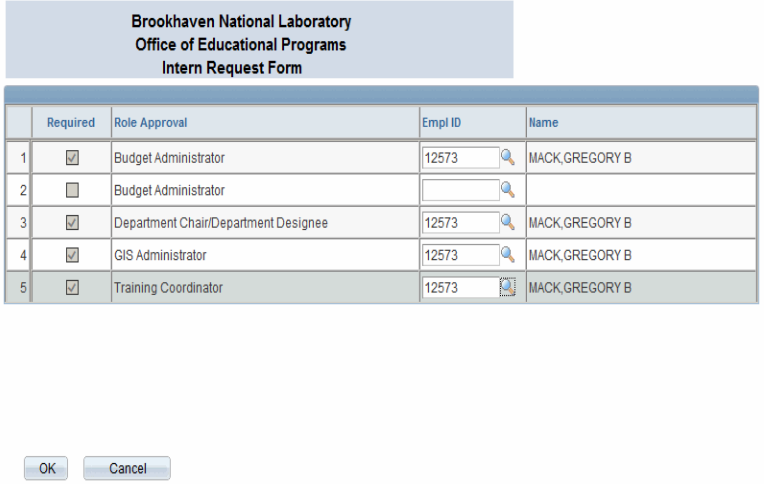
Department Education Coordinator

The Department Education Coordinator receives a system generated email and logs on using link, reviews Intern Request Form, enters any information needed

When ready to approve, go to the Approvals Tab and select "Approved"



Next, the system will prompt you to enter the required authorized department approvers (Line No. 2 on this example is not checked because it is not required), when finished, click OK

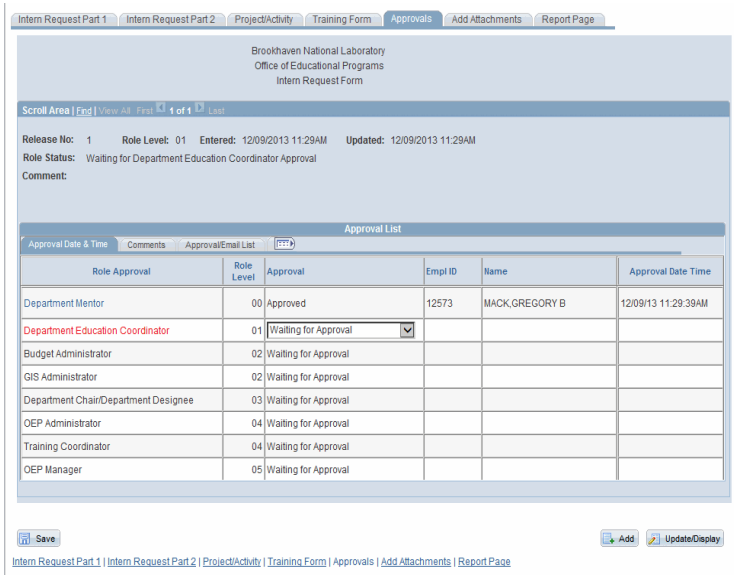


System generates email notifications for authorized approvers entered on the above screen. The Department Education Coordinator , can print forms if needed, and signs out

Each department approver logs on using email link, reviews, edits, prints if needed, approves, as shown previously, and signs out. After all required approvals are received. System generates email notifications to the Department Training Coordinator and the Office of Educational Program Administrators

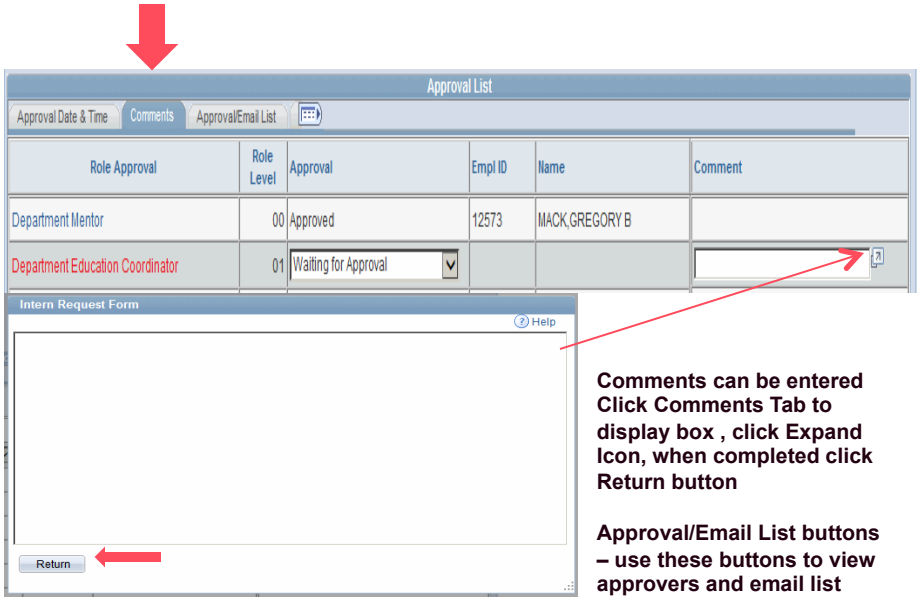
Authorized Department Approval Process

When authorized department approvers receive email notification and log on to review, edit/approve the Intern Request Form. Before approving, the "Approvals" page has several options to track and/or enter Comments. The header info displays Role Level/Status, dates, times, etc.



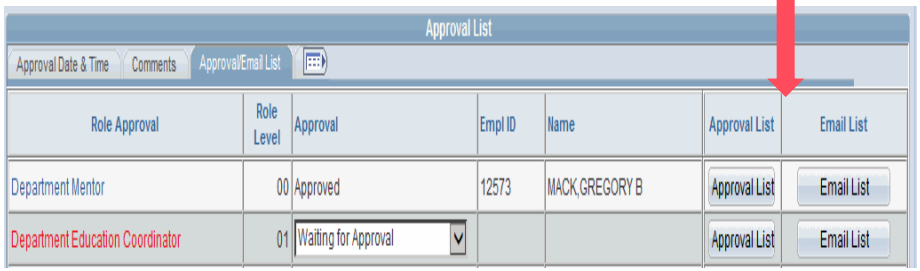
Note: If rejected by any approvers before "Completed" status, the Mentor will receive email notification to correct/edit and must re-submit the form to obtain all prior approvals

To approve – select "Approved" from the drop down, save and sign out.



Comments can be entered Click Comments Tab to display box , click Expand Icon, when completed click Return button

Approval/Email List buttons – use these buttons to view approvers and email list

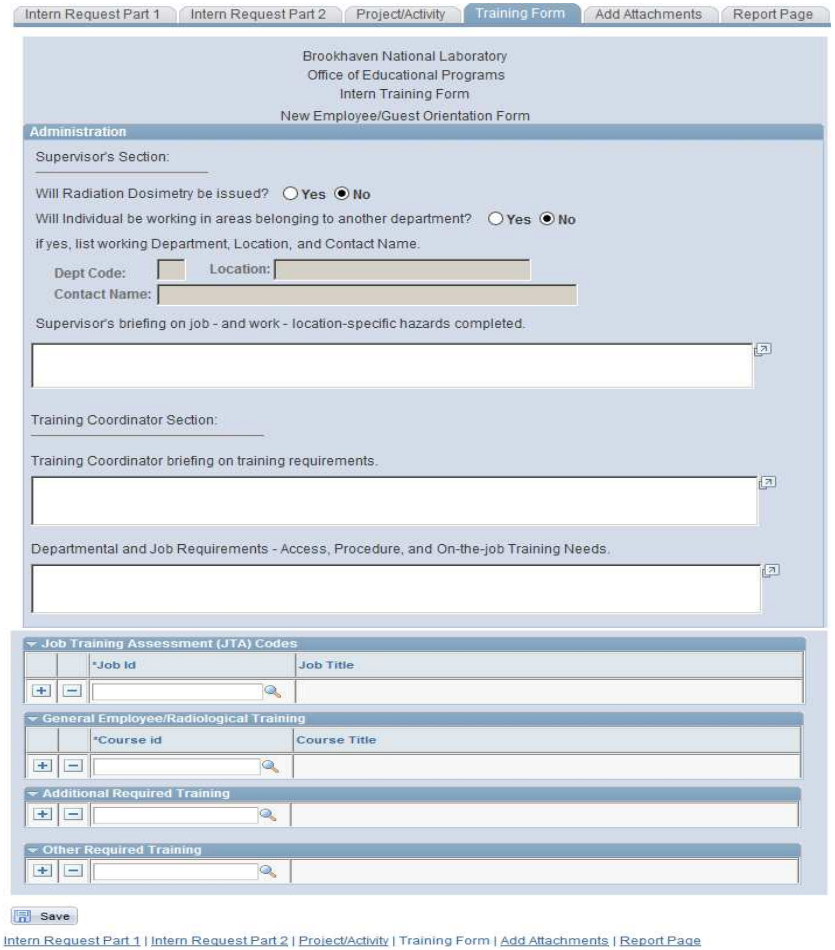


Department Training Coordinator

When the Intern Request Form has been completed and approved by all the authorized department approvers. A system generated email is sent to the Department Training Coordinator to log on, review/edit Intern Request Form, edit/complete the Training Form, approve, save, and sign out. Email notification is also sent to the OEP Administrators at the same time to track, review/edit, and approve after Department Training Coordinator has approved the form.

Note: Before approving, the Department Training Coordinator can go to the Attachment Tab to add an attachment if needed, and Reports Page to print a copy of the Intern Request and/or Training Form. All other sections of the Training Form not shown on the data entry portion of the page will default from previous information entered on the Intern Request Form and will print out the entire report when you use the Report Page option.

The form displayed is the one used for all departments with the exception of (PS and NC) as explained in the Training Forms section.



Office of Educational Programs (OEP) – Approvals

The Office of Educational Programs Administrators receive email notification at the same time as the Department Training Coordinator. The OEP Admin reviews, adds information, tracks input to ensure all requirements have been completed, and can print forms as previously explained. The OEP Admin *approves the form after* the Training Coordinator has approved. Once approved, an email notification is sent to the OEP Managers for final review, add information if needed, ensures all requirements are completed, can print forms, and does the final approval. When all approvals have been received as shown below.

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Approvals | Add Attachments | Report Page

Brookhaven National Laboratory
Office of Educational Programs
Intern Request Form

Scroll Area | Find | View All First 1 of 1 Last

Release No: 1 Role Level: 05 Entered: 12/09/2013 11:29AM Updated: 12/09/2013 11:35AM
Role Status: Approval Completed
Comment:

Approval List

Approval Date & Time | Comments | Approval/Email List

Role Approval	Role Level	Approval	Empl ID	Name	Approval Date Time
Department Mentor	00	Approved	12573	MACK,GREGORY B	12/09/13 11:29:39AM
Department Education Coordinator	01	Approved	12573	MACK,GREGORY B	12/09/13 11:32:28AM
Budget Administrator	02	Approved	12573	MACK,GREGORY B	12/09/13 11:33:50AM
GIS Administrator	02	Approved	12573	MACK,GREGORY B	12/09/13 11:33:53AM
Department Chair/Department Designee	03	Approved	12573	MACK,GREGORY B	12/09/13 11:34:01AM
OEP Administrator	04	Approved	12573	MACK,GREGORY B	12/09/13 11:34:51AM
Training Coordinator	04	Approved	12573	MACK,GREGORY B	12/09/13 11:34:32AM
OEP Manager	05	Approved	12573	MACK,GREGORY B	12/09/13 11:35:13AM

Save Add Update/Display

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Approvals | Add Attachments | Report Page

The Intern Request Form displays in "Completed" Status ***Please Note: If any changes are required with this status, you must contact OEP Manager. Any questions regarding the use of this form, please contact the Office of Educational Programs.***

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Approvals

Help

Brookhaven National Laboratory
Office of Educational Programs
Intern Request Form

Intern Request #: 0000000021 Status: Intern Request Form Completed
*Dept Code: AO Information Technology Div
Mentor: 12573 MACK,GREGORY B
Building #: 1005S Phone Extension: 7617
Email Address: gmack@bnl.gov

Program Type: BNL Semester: Fall Calendar Year: 2013
Intern Program: Supplemental Undergraduate Research Program (SURP)
Start Date: 10/01/2013 End Date: 12/27/2013
Chairperson/Head: 0020R RUSSELL,MATTHEW
Comments: Test

Core Capabilities
Biological Systems Science

Funding Source
Office Of Science - Biological Research

Save

Intern Request Part 1 | Intern Request Part 2 | Project/Activity | Training Form | Approvals | Add Attachments | Report Page