# **Office of Educational Programs Intern Request Form** January 2014

Rev. 1



### **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.

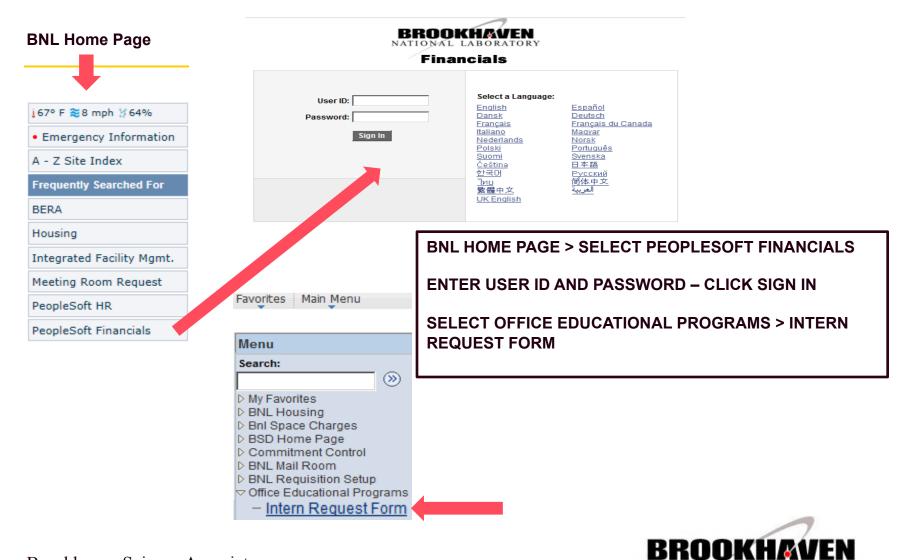
•System generated email notifies Training Coordinator (to review Intern Request Form, complete Training form, and approve) and OEP Administrators (to review Intern Request Form, add additional information if needed, track, and approve).

•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



NATIONAL LABORATORY

# 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    Mame: begins with    Degins with     Intern Name: begins with    Intern Request Status: =   Frogram Type: =   Intern Program: begins with    Intern Program: begins with	Intern Request Form
Search Clear Basic Search Criteria	Intern Request Number: NEXT ×
CLICK ADD BUTTON	Add
lote: "Find an Existing Value", once form has been saved, use the Search Criteria to find an existing Intern Request Form,	Find an Existing Value Add a New Value

To view all, just click the Search Button

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 Number displays "NEXT". When saved, system generated number is assigned.
Intern Request #: 000000020 Status: Intern Request Form Open for Input *Dept Code: AO Information Technology Div Mentor: 12573 Q MACK,GREGORY B	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.
Building #:       1005S       Phone Extension:       7617         Email Address:       gmack@bnl.gov         Program Type:       BNL       Semester:       Fall       Calendar Year:       2013	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)
Intern Program:       College Research Teams Program (CRTP)         Start Date:       10/07/2013 is         End Date:       12/25/2013 is         Chairperson/Head:       0020R	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
Comments: Optional field - Add any additional information if needed	<ul> <li>Chairperson/Head – displays – based on Dept Code</li> <li>Comments (optional) - enter any additional information needed – use Expand Icon to display a larger text box for data entry</li> </ul>
Core Capabilities                • Biological Systems Science	Core Capabilities and Funding Source – select by using the Look up Icon
Funding Source	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 rel.
Intern Request Part 1   Intern Request Part 2   Project/Activity   Training Form   Add Attachments   Report Page	[Help]

BROOKHAVEN

NATIONAL LABORATORY

#### **Intern Request Form Part 2**

	uest Part 1	Intern Request Part 2	oject/Activity Traini	ng Form Add A	Attachments Repo			
Help		Office of Educa	tional Laboratory ational Programs quest Form					Enter the fo Request For
Title of P	roject:	internities	questronn				•	Title of Project Note: Use Expa
		ENVIRONMENT					•	Legal Notice: "Description description
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<u> </u>	ion of Assignr four experimer	nent: nts that will be performed.			[7]		•	Choice of Intern I
							•	Choice No the selection
Suggest Optional	ed Reading: field				<u>[</u> 7]			Contact Inter
								about the pro
		Cho	ice of Intern				•	about the pro
	Choice No.	Cho Intern Name (Last Name, First I	Contact	Contact Date	Intern Selected		•	
•	No.		(ame) Contact	Contact Date	Intern Selected	-	•	Contact Date

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

- Title of Project: Enter title (required) Note: Use Expand Icon gto 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

ntern 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.



Return to Search

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

# **Project/Activity**

Intern Request Part 1	ntern Request Parl	2 Project/Act	ivity Training Fo	irm			
Brookhaven National Laboratory Office of Educational Programs Intern Request Form							
Project	Activity		Amount Charged				
		Q,		0.00			
Save			Add	🕖 Update/Display			

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

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** H and to delete, use the **Minus sign**  $\fbox{.}$ 

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**

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 I to Will Individual be working in areas belonging to another department? Yes No if yes, list working Department, Location, and Contact Name. Dept Code: Location: Location:-specific hazards completed. Training Coordinator Section: Training Coordinator briefing on training requirements. Dept Code: Location:-specific hazards completed. Dept Code: Location:-specific hazards comple	Intern Request Part 1 📉 Intern Requ	est Part 2	Project/Activity	Training Form	Add Attachments	Report Page
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 Section: Training Coordinator briefing on training requirements. Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.  Departmental and Job Requirements - Access, Procedure, Access Access, Procedure, Access Access, Procedure,		Office	e of Educational Pro Intern Training Forr	grams n		
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:	Administration	New Emp	ployee/Guest Orient	ation Form		
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. Image: Contact Name:   Training Coordinator Section:   Training Coordinator Section:   Training Coordinator briefing on training requirements.   Image: Contact Name:   Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.   Image: Course id   Job Training Absessment (JTA) Codes   Image: Course id   Course id   Image: Course id   Course id Course	Supervisor's Section:					
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Contact Name: Supervisor's briefing on job - and work - location-specific hazards completed. Training Coordinator Section: Training Coordinator briefing on training requirements. Training Coordinator briefing on training requirements. Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs. - Job Training Assessment (JTA) Codes - Job Training Assessment (JTA) Codes - Job Training Assessment (JTA) Codes - Job Iraining Assessment (JTA) Codes - Course Id Course Title - Course Id Course Title - Additional Required Training - Other Required Training	if yes, list working Department, Loca	tion, and Co	ontact Name.			
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Training Coordinator briefing on training requirements.	1					ব
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Departmental and Job Requirements - Access, Procedure, and On-the-job Training Needs.       Job Training Assessment (JTA) Codes  Job Training Assessment (JTA) Codes  Job Training Course Id  Course Id  Course Id  Course Title  Additional Required Training  Cother Required Training  Cother Required Training	Training Coordinator briefing on train	ing requirer	ments.			
Job Training Assessment (JTA) Codes     Job Id Job Title     Job Id Job Title     General Employee/Radiological Training     Course id Course Title     Course id Course Title     Additional Required Training     Other Required Training     Course Title						23
	st.					
	Departmental and Job Requirements	s - Access, F	Procedure, and On-I	he-job Training Ne	eds.	
Job Id Job Title      Job Id Job Title      Job Id Course Title      Course Id Course Title      Additional Required Training      Additional Required Training      Other Required Training      Other Required Training						2
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Save

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

**Brookhaven Science Associates** 

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 prefilled 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

ntern Request Part 1 🗌 Intern Requ	est 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
+ -	Q
Photon Sciences Web Courses     Image: Sciences Web Courses	
- Courses taken after arrival at BN	
- Courses that have already been t	aken.

🕖 Update/Display

& Add

#### An example of Center for Functional Nanomaterials Training Form

	Offic CFN Departmen	khaven National Laboratory ce of Educational Programs Intern Training Form tt New Employee/Guest Orientation Form	
All New Employe		Course Title	
+ -	Q		
T i i o i			
Training Requi	red for Laboratory Work	ers	
	<b>X</b>		
	for Laboratory Workers		
+ -	Q		
🕶 Guests			
+ -	<b>Q</b>		
- Location Spec			
+ -	٩		
🔻 Radiological Ti	raining		
	dors (Laboratories Acce	ess Codes)	
+ -	٩		



**Brookhaven Science Associates** 

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

Save

### **Add Attachments**

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

Intern Request Part 1 Intern Reque	st Part 2 Project/Ac	tivity Training Form	Add Attachments	Report Page	
$\checkmark$	Brookhaven Nationa Office of Educationa Intern Reques	al Programs			C:
Add					<b>C</b> .
File Name	Emplid	Name	Date/Time		
					Т
					Ν
🔚 Save 🔯 Return to Search			📑 Add	2] Update/Display	Τ
itern Request Part 1   Intern Request P	art 2   Project/Activity   Tr	aining Form   Add Attachr	nents   <u>Report Page</u>		Т
Click the <b>Browse k</b>	outton to lo	cate the file	vou wish		1
			,		Inte
to attach					
File Attachment					
			G	Help	
			Brows	e	
Upload Cancel					
Note: If the wrong file and start again	was selected	d in error, use	the Cancel	button	Vi
ocate the file you	wish to atta	ch and click	the <b>Onen</b>		
				•	
outton					



#### Next, click on the **Upload button**

File Attachment	
	? Help
C:\Users\barrow\Documents\Test Attchmnt.pdf	Browse
Upload Cancel	

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 stepsTo delete a file, use the Trash Can Icon1

Intern Request Part 1 Intern Request Part 2	Project/Activity	Training Form Add Atta	chments Report Page
Office	thaven National Labo e of Educational Prog Intern Request Form	rams	
File Name	Emplid	Name	Date/Time
View Test_Attchmnt.pdf	12573	MACK, GREGORY B	12/06/2013 4:37:14PM
<b>^</b>			
Return to Search			💽 Add 💹 Upc

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



### **Reports Page**

Project/Activity	Training Form A	dd Attachments Repo	ort Page	
4				
Application Code:	Office of Educationa	I Program		
Sub Application Cod	e: Student Request Fo	rm		
Report Name:			✓	
Output Type:	PDF Output	$\checkmark$		
Output Destination:	Email	$\checkmark$		
🖪 Save		Add	🕖 Update/Display	

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

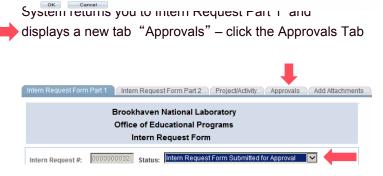
Status: Intern Request Form Submitted for Approval

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

Interr	n Request Forr	m 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	<b>V</b>	Department Education Coordinator	12573	MACK, GREGORY B



Brookhaven Science Associates

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

	Brookhaven National Laboratory Office of Educational Programs Intern Request Form							
Scr	oll Area   Find   View All First 🕅 1 of 1 🗋 Last							
Role	Nease No: 1 Role Level: 01 Entered: 10/31/2013 8:32AM Updated: 10/31/2013 8:32AM Ne Status: Waiting for Department Education Coordinator Approval mmment:							
			Approval List					
	Approval Date & Time Comments Approval/Email.lst							
	proval Date & Time Comments Approval/Ema	List						
Ap	proval Date & Time Comments Approval/Ema Role Approval	Role Level	Approval	Empl ID	Name	Approval Date Tim		
		Role Level		Empl ID 13516	Name BARROW, JOAN A	Approval Date Tim 10/31/13 8:32:29AM		
1	Role Approval	Role Level	Approval					
1	Role Approval	Role Level 00	Approval Approved					
1 2 3	Role Approval Department Mentor Department Education Coordinator	Role         Cole           Level         00           01         02	Approval Approved Waiting for Approval					
1 2 3 4	Role Approval Department Mentor Department Education Coordinator Budget Administrator	Role Level 00 01 02 02	Approval Approved Waiting for Approval Waiting for Approval					
1 2 3 4 5	Role Approval Department Mentor Department Education Coordinator Budget Administrator Department Chair/Department Designee	Role           Level           00           01           02           02           02	Approval Approved Waiting for Approval Waiting for Approval 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



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"

ntern Request Part 1 👋 Intern Request Part 2	2 Project	/Activity Training Form Appro	Add A	ttachments Report Pag	e
		ookhaven National Laboratory fice of Educational Programs Intern Request Form			
Scroll Area   Find   View All First 🗹 1 of 1 D L	ast				
Release No: 1 Role Level: 01 Ent	tered: 12/09	)/2013 11:29AM Updated: 12/09/	2013 11:29AM		
Role Status: Waiting for Department Educat	tion Coordina	ator Approval			
Comment:					
		Approval List			
Approval Date & Time Comments Approv	aVEmail List	Approval List			
Approval Date & Time Comments Approv	al/Email List Role Level		Empl ID	Name	Approval Date Ti
	Role Level		Empl ID 12573	Name MACK, GREGORY B	Approval Date Ti 12/09/13 11:29:39/
Role Approval	Role Level	Approval			
Role Approval Department Mentor	Role Level 00	Approval Approved	12573	MACK, GREGORY B	
Role Approval Department Mentor Department Education Coordinator	Role           Level           00           01           02	Approval Approved Walting for Approval	12573	MACK, GREGORY B	
Role Approval Department Mentor Department Education Coordinator Budget Administrator	Role           Level           00           01           02           02	Approval Approved Waiting for Approval Waiting for Approval Waiting for Approval	12573	MACK, GREGORY B	
Role Approval Department Mentor Department Education Coordinator Budget Administrator GIS Administrator	Role           Level           00           01           02           02           03	Approval Approved Waiting for Approval Waiting for Approval Waiting for Approval Waiting for Approval	12573	MACK, GREGORY B	
Role Approval Department Mentor Department Education Coordinator Budget Administrator GIS Administrator Department ChairDepartment Designee	Role         Level           00         00           01         01           02         02           03         03	Approval Approved Waiting for Approval	12573	MACK, GREGORY B	

🔒 Save

📑 Add 🖉 Update/Display

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

# 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

		Brookhaven National Laboratory Office of Educational Programs Intern Request Form			
	Required	Role Approval	Empl ID		Name
1	$\checkmark$	Budget Administrator	12573	Q	MACK, GREGORY B
2		Budget Administrator		Q	
3	$\checkmark$	Department Chair/Department Designee	12573	9	MACK, GREGORY B
4	$\checkmark$	GIS Administrator	12573	Q	MACK, GREGORY B
5	<b>V</b>	Training Coordinator	12573	Q	MACK, GREGORY B
-		·			·

OK Cancel

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**

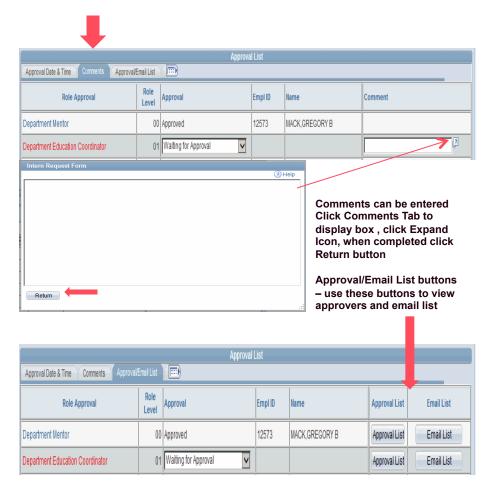
When authorized department approvers receive email notification and log on to review, edit/approve the Intern Request Form. Before approving, the "Approvals" page has several options to track and/or enter Comments. The header info displays Role Level/Status, dates, times, etc.

Office of Educational Programs Intern Request Form						
Scroll Area   Find   View All First 🚺 1 of 1 🖸 La	croll Area   Find   View All First 🖸 1 of 1 🖸 Last					
Release No: 1 Role Level: 01 Entered: 1209/2013 11:29AM Updated: 12/09/2013 11:29AM Role Status: Waiting for Department Education Coordinator Approval Comment:						
		Approval List		_	_	
Approval Date & Time Comments Approva	Role	Approval	Empl ID	Name	Approval Date Time	
Department Mentor	Level 00	Approved	12573	MACK, GREGORY B	12/09/13 11:29:39AM	
Department Education Coordinator	01	Waiting for Approval				
Budget Administrator	02	Waiting for Approval				
GIS Administrator	02	Waiting for Approval				
Department Chair/Department Designee	03	Waiting for Approval				
OEP Administrator	04	Waiting for Approval		1		
Training Coordinator	04	Waiting for Approval		1		
	05	Waiting for Approval				
OEP Manager						



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.





## **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.

itern Request Part	1 Intern	requeen	dire 1.14			Add Attachments	
			Office of E	n National Lat ducational Pro	ograms m		
Administration		Ne	ew Employee	/Guest Orien	ation Form		
Supervisor's Sect	on:						
Will Radiation Do	simetry be is	sued? C	Yes 🖲 No				
Will Individual be	working in ar	eas belong	ging to anoth	er departmen	t? • Yes • No		
if yes, list working	Department	, Location,	and Contact	Name.			
Dept Code:	Lo	cation:					
Contact Name	:						
Supervisor's brief	ing on job - a	and work - I	ocation-sne	cific hazards o	ompleted.		
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raining Coordinal	or Coction:						
raining Coordinal	tor Section:						
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#### Save

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



## 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 <u>approves the form after</u> 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	Add At	tachments Report Page			
Brookhaven National Laboratory Office of Educational Programs Intern Request Form							
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Release No: 1 Role Level: 05 Enter Role Status: Approval Completed Comment:	Release No: 1 Role Level: 05 Entered: 12/09/2013 11:29AM Updated: 12/09/2013 11:35AM Role Status: Approval Completed						
Approval Date & Time Comments Approval	Council Link	Approval Li	st				
Approvar Date & Time Comments Approvar	Role			1			
Role Approval	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	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		
IEP 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: Intern Program: Start Date: Chairperson/Head: Comments:	BNL       Semester:       Fall       Calendar Year: 2013         Supplemental Undergraduate Research Program (SURP)          10/01/2013       End Date:       12/27/2013         0020R       RUSSELL_MATTHEW         Test       2
Core Capal	pilities
	Bystems Science
Funding So	urce
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Save

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

