



Intern Orientation

Timesheets

The Conservation Legacy Community Portal is how you will access your timesheets and log monthly accomplishments.

Login and Timesheets

- Shortly after you start, you will receive an email from Conservation Legacy that will provide a username and a link to set up your password.
- Please bookmark this website after you set up your account: <https://conservationlegacyportal.force.com>
- Instructions will be emailed to you with details on how to use the portal. You will also receive a timesheet due date schedule. *Please review these before you reach out to your program contact with questions.*

Recording Accomplishments

- Interns are required to record their accomplishments on a monthly basis. You'll receive a link in your email each month to access the form and definitions on accomplishment sections will be included in the online program resource folders sent from your Program Coordinator.

Timesheet Schedule

- Interns are responsible for keeping track of their timesheet due dates (see sample Timesheet schedule right). The timesheet schedule will be located in the intern resource folders.
- We suggest setting up an automatic reminder, so you don't miss submitting your timesheet on or before the due dates.
- Not submitting your hours on time will result in not receiving a paycheck on time.

| PAY PERIOD | TIMESHEETS SUBMITTED BY MEMBER DUE | TIMESHEETS APPROVED BY SUPERVISORS DUE | LIVING ALLOWANCES DISBURSED |
|-------------|------------------------------------|--|-----------------------------|
| 1/9 – 1/22 | 1/22/2021 | 1/25/2021 | 1/29/2021 |
| 1/26 - 2/5 | 2/5/2021 | 2/8/2021 | 2/12/2021 |
| 2/6 - 2/19 | 2/19/2021 | 2/22/2021 | 2/26/2021 |
| 2-20 - 3/5 | 3/5/2021 | 3/8/2021 | 3/12/2021 |
| 3/6 - 3/19 | 3/19/2021 | 3/22/2021 | 3/26/2021 |
| 3/20 - 4/2 | 4/2/2021 | 4/5/2021 | 4/9/2021 |
| 4/3 - 4/16 | 4/16/2021 | 4/19/2021 | 4/23/2021 |
| 4/17 - 4/30 | 4/30/2021 | 5/3/2021 | 5/7/2021 |
| 5/1 - 5/14 | 5/14/2021 | 5/17/2021 | 5/21/2021 |
| 5/15 - 5/28 | 5/28/2021 | 5/31/2021 | 6/4/2021 |
| 5/29 - 6/11 | 6/11/2021 | 6/14/2021 | 6/18/2021 |
| 6/12 - 6/25 | 6/25/2021 | 6/28/2021 | 7/2/2021 |
| 6/26 - 7/9 | 7/9/2021 | 7/12/2021 | 7/16/2021 |
| 7/10 - 7/23 | 7/23/2021 | 7/26/2021 | 7/30/2021 |
| 7/24 - 8/6 | 8/6/2021 | 8/9/2021 | 8/13/2021 |
| 8/7 - 8/20 | 8/20/2021 | 8/23/2021 | 8/27/2021 |
| 8/21 - 9/3 | 9/3/2021 | 9/6/2021 | 9/10/2021 |
| 9/4 - 9/17 | 9/17/2021 | 9/20/2021 | 9/24/2021 |

Viewing your Paystub

- You will receive a bi-weekly email containing your paystub from: info@payrolldept.biz
- Paychecks are issued the Friday after each pay period ends.

To view:

- Open Attachment
- VMR Password = Last 4 digits of your Social Security Number

Paid Time Off

You are **not** guaranteed Paid Time Off (PTO) – it is determined by your supervisor & must be approved beforehand.

How to record your PTO / Vacation Time / Sick Days / Holidays in Civicore:

- Enter '8' for your hours worked when you use PTO for personal or sick days.
- Write in description box: "PTO" so we can keep a record of it.

Observing Federal Holidays:

- You are permitted to use PTO on days your office and/or site will be closed due to observance of a holiday
- Using PTO on a Federal Holiday does not count against your allotted PTO days noted in the table to the right.
 - Example: if your office is closed on Thanksgiving Day, you will be paid for that day.
 - To record in your timesheet: write in the description box "PTO-federal holiday"

Again, PTO must be pre-approved by supervisors.

| Weeks in Term | Days of PTO |
|---------------|-------------|
| < 10 | 2 |
| 11-20 | 4 |
| 21-30 | 6 |
| 31-40 | 8 |
| 41-52 | 10 |

**Please note, if you use all of your PTO before the end of your term and need a sick day, it will be an unpaid day. In this case you would put "0" in the hours and in the description box write "Unpaid Sick Day"*

Reporting

The reports you will submit are a progress report of your internship and help track the program's accomplishments and challenges. They are very important for us to have so please ensure you complete them on time.

Qualitative Reports: Mid term & Final

- You will receive a link to the report and instructions from your Program Contact prior to its due date.
- Answer questions thoroughly and share your experience through stories
- Discuss your projects
- Talk about any challenges/successes
- Do not abbreviate acronyms (e.g., write Department of the Interior, not DOI) the first time you refer to the agency/organization.

Monthly Accomplishments: in timesheet portal

- You'll receive a monthly email reminder to enter any accomplishments you've recently achieved within the timesheet portal. Examples of measurements are: acres of land improved, # of volunteers engaged, # of maps made, # of trees planted, etc.

Risk Management

Have a plan

**Know who to contact in
case of emergency**

**Know who to talk to if you
feel unsafe**

You are covered under our Worker's Compensation Plan. If you are injured while working on the job, please contact your assigned Program Coordinator within 48 hours of the incident.

Specific guidelines for you to review are located within the online program resource folders sent to you by your Program Contact. You are required to view these documents at the beginning of your term.

Employee & Intern Assistance Program

All interns have access to Conservation Legacy's EAP Program

- 3 free sessions of support per year for:
 - Stress Support & Management
 - Career Advice
 - Issues/Thoughts deriving from Mental Instability or Trauma
 - Personal Finances (Includes managing your Retirement)
 - Death & Grief
 - Eating Disorders
 - Work-Related Relationship Issues
 - Non-Work-Related Relationship Issues

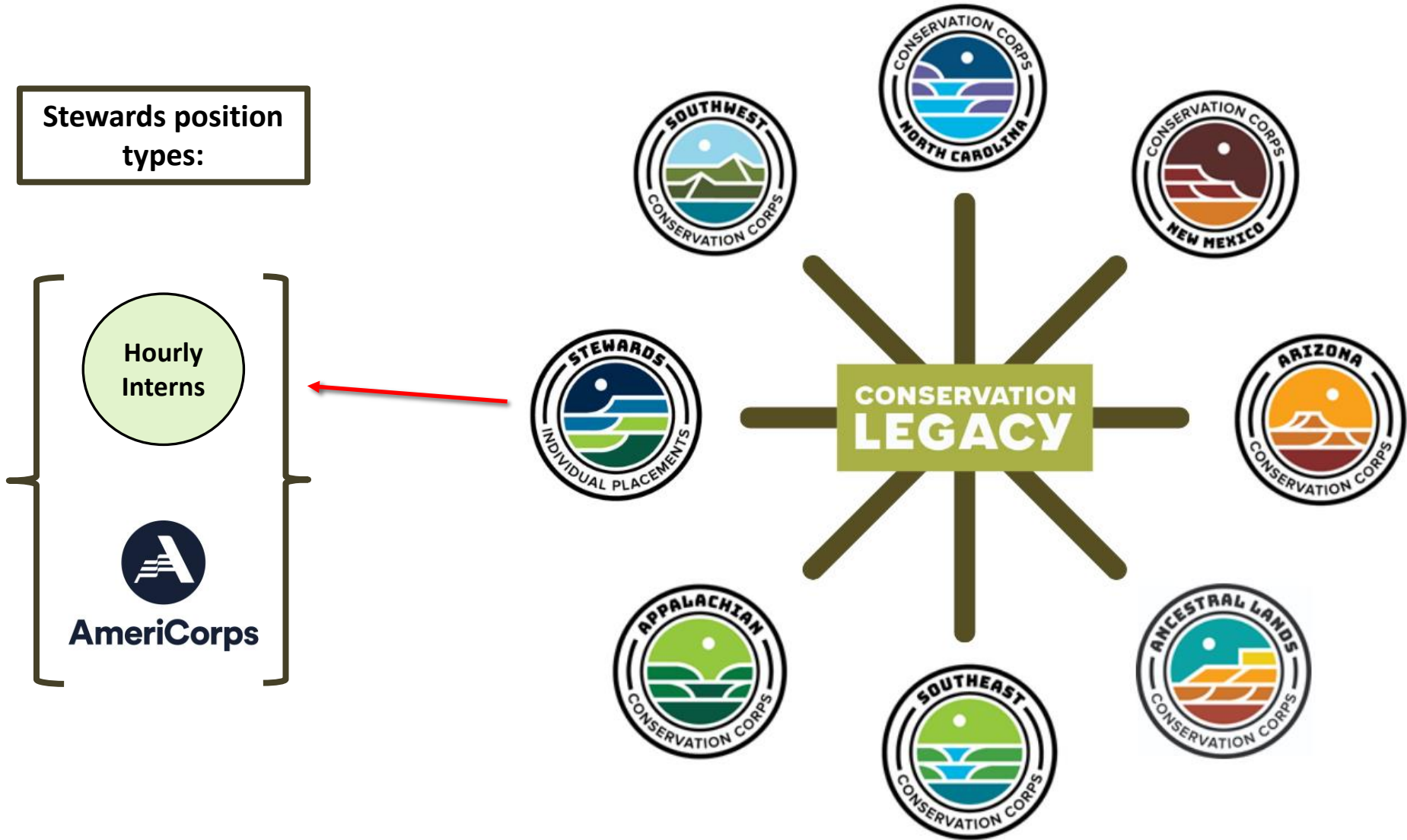
Employee Assistance Program
— Work/Life Balance*

Toll-free 24/7 access:

- 1-800-854-1446
(multi-lingual)
- www.unum.com/lifebalance
Group # 0913486



Conservation Legacy Organizational Structure



<http://stewardslegacy.org/stewards-individual-placements/>



STEWARDS

INDIVIDUAL PLACEMENTS

A program of Conservation Legacy

Thank you for participating!
If you have any questions throughout your term, please contact your
Stewards Program Coordinator or refer to this useful [FAQ](#)