

Internship Invoicing for Business

The NYSERDA Clean Energy Internship Program issues payments to participating businesses for a portion of approved intern wages on a reimbursable basis. Businesses may request reimbursement from NYSERDA for the wages paid to the intern one time at the end of the internship or businesses may request progress reimbursement payments no more frequently than every 12 weeks of intern work. Final reimbursement requests must be submitted within 60 days after the end of the internship.

To submit an invoice requesting reimbursement for an approved intern's wages, follow the instructions below.

No payments will be processed for internships that are not approved by NYSERDA.

NYSERDA encourages organizations to sign up for secure direct deposit to receive payments more quickly. If your organization is not currently signed up to receive payments from NYSERDA by Electronic Funds Transfer (EFT), please use this link to register for EFT payments: <https://nyserda.seamlessdocs.com/f/EFTForm>.

You will need your organization's NYSERDA Supplier ID to complete the form. Contact cleanenergyinternship@nyserda.ny.gov for this information if needed.

This is a one-time registration. If your organization is already set up to receive EFT payments, registration is not needed again.

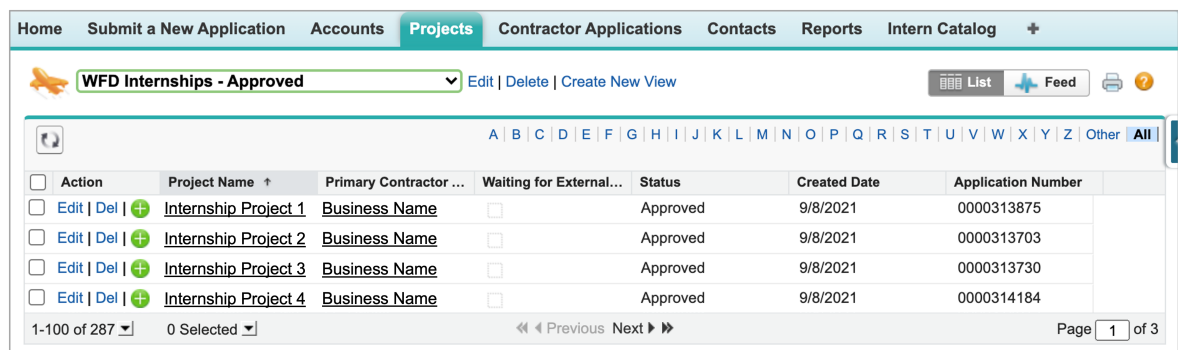
Instructions

1

Log into your **NYSERDA Portal** account.

2

Access the **Projects** tab and select **WFD Internships - Approved** from the drop-down. The list will filter to display only **Approved Internship** project records.



The screenshot shows the NYSERDA Portal interface. The top navigation bar includes links for Home, Submit a New Application, Accounts, Projects (highlighted), Contractor Applications, Contacts, Reports, and Intern Catalog. Below the navigation bar, a dropdown menu is set to 'WFD Internships - Approved'. To the right of the dropdown are links for 'Edit', 'Delete', and 'Create New View'. Further right are icons for 'List', 'Feed', and a search icon. Below this is a table with the following columns: Action, Project Name, Primary Contractor, Waiting for External..., Status, Created Date, and Application Number. The table contains four rows of data, all with a status of 'Approved' and a created date of '9/8/2021'. At the bottom of the table, there is a pagination bar showing '1-100 of 287', '0 Selected', and 'Page 1 of 3'.

Action	Project Name	Primary Contractor	Waiting for External...	Status	Created Date	Application Number
Edit Del +	Internship Project 1	Business Name	<input type="checkbox"/>	Approved	9/8/2021	0000313875
Edit Del +	Internship Project 2	Business Name	<input type="checkbox"/>	Approved	9/8/2021	0000313703
Edit Del +	Internship Project 3	Business Name	<input type="checkbox"/>	Approved	9/8/2021	0000313730
Edit Del +	Internship Project 4	Business Name	<input type="checkbox"/>	Approved	9/8/2021	0000314184

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Locate the correct **Project Record** and access by clicking the name in the **Project Name** column.

Home	Submit a New Application	Accounts	Projects	Contractor Applications	Contacts	Reports	Intern Catalog	+
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	Edit Delete Create New View	List	Feed		
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	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other All
--	---

<input type="checkbox"/> Action	Project Name ↑	Primary Contractor ...	Waiting for External...	Status	Created Date	Application Number
<input type="checkbox"/> Edit Del	Internship Project 1	Business Name	<input type="checkbox"/>	Approved	9/8/2021	0000313875
<input type="checkbox"/> Edit Del	Internship Project 2	Business Name	<input type="checkbox"/>	Approved	9/8/2021	0000313703
<input type="checkbox"/> Edit Del	Internship Project 3	Business Name	<input type="checkbox"/>	Approved	9/8/2021	0000313730
<input type="checkbox"/> Edit Del	Internship Project 4	Business Name	<input type="checkbox"/>	Approved	9/8/2021	0000314184

1-100 of 287 ▾
 0 Selected ▾
 << Previous
 Next >>
 Page 1 of 3

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Once in **Project Record**, select the **Details** tab directly under the project name.

[Back to List: Projects](#)

Feed

Details

[Project Roles \(4\)](#) | [Project Site \(1\)](#) | [Project Invoices \(0\)](#) | [Project Incentive Funding Sources \(1\)](#) | [Project Deliverables \(0\)](#) | [Project Contents \(3\)](#) | [Open Activities \(0\)](#) | [Activity History \(2\)](#) | [Notes & Attachments \(0\)](#) | [Approval History \(2\)](#) | [Project History \(10+\)](#) | [Project Milestones \(2\)](#)

Project Detail

[Edit](#) | [Sharing](#) | [Submit Measures](#) | [Application Wizard](#) | [Budget](#) | [Tasks and Deliverables](#)

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Once in the **Project Record**, scroll down to the **Project Invoices** section and click on the **New Project Invoice** button. This will open a new window with the **Invoice Details** page.

	New Project Invoice
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Action	Invoice Number	Status	Invoice Date	NEIS Invoice External Id	Approved By	Approved Date	Total Amount Due	Total Amount Cost Share	Created By

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Review the information at the top of the invoice for accuracy. Then, input the total hours worked by the Intern since the last Invoice. The invoice totals will auto-update based on your input. The **Is this the final Invoice** field should only be checked if this invoice represents the final invoice for the internship.



NYSERDA will only reimburse up to 40 hours per week for interns when they are not taking any classes and up to 18 hours per week for interns while they are taking one or more classes. Additionally, NYSERDA does not provide reimbursement for overtime hours, paid time off, or holiday pay. Please only input regular hours worked that meet this criteria, not exceeding the 40 hours per week or 18 hours per week, as applicable.

Intern MacTesting - Valence - Internship

BILLING ADDRESS

Valence
Carrick TestContractor
777 Address Road
Albany, New York 12084

INVOICE SUMMARY

Neis Supplier ID#: 13234
NYSERDA Invoice #:
Invoice Date:
Invoice Status: Draft
Is this the final Invoice?: ☐

AMOUNT DUE

\$0.00

BUDGET LINE ITEMS

Category Line		NYSERDA Budget		Billed To Date		Remaining Budget		Current Invoice Amount			
		NYSERDA	Cost Share	NYSERDA	Cost Share	NYSERDA	Cost Share	Hourly Wage	Wage Reimbursed	Hours Worked	NYSERDA Amt
Direct Labor	labor	\$6,120.00	\$2,280.00	\$153.00	\$57.00	\$5,967.00	\$2,223.00	\$21.00	\$15.30		0
Total Amount Due											0

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Next, enter in a **Customer Invoice #** that corresponds to your invoice. Indicate the date range for the hours worked in the **Invoice Notes** field. Please ensure that the date range noted for this invoice does not overlap with the dates listed on prior invoices approved for the same internship, otherwise the invoice will be rejected.

DESCRIPTION	
Customer Invoice #	<input type="text"/>
Invoice Notes	<input type="text"/>
Please indicate the period of work covered by this invoice.	

8

Before you can attach supporting documentation, click **Save**. The **Invoice** page will refresh with the payment amount that will be provided by NYSERDA.

9

Click **Manage/Upload Documents** to attach supporting documentation for the invoice. This will open the **Invoice Supporting Documents** page.

SUPPORTING DOCUMENTS					
Document Name	File Name	Upload Date	Action	Status	Notes
<div>MANAGE/UPLOAD DOCUMENTS</div>					
GO BACK			EDIT	SUBMIT	

10

As noted on the **Invoice Details** page, payment documentation should be in the form of paycheck stubs and/or a payroll summary showing hours worked, wages paid, and applicable tax information. It is strongly preferred that you upload these materials as a single PDF.

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On the **Invoice Supporting Documentation** page, enter in a name for the supporting document in the **Document Name** field, then click the **Choose File** button to locate and upload the document from your computer. Click **Save** to add the document to the **Invoice Record**.



If you do not click **Save** after uploading a document, it will not be saved to the **Invoice Record**.

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Please attach back-up materials to support the costs for which you have invoiced. Payment documentation should be in the form of paycheck stubs and/or a payroll summary showing hours worked, wages paid, and applicable tax information. It is strongly preferred that you upload these materials as a single PDF.

After you upload the supporting documents, click "Back to Invoice" to finalize and submit the invoice to NYSERDA.

Supporting Documents

Document Name	Add / Update Document	Recent Uploaded Document	Upload History	Status	Action
Paystubs	Choose File	Paystubs.docx			X
+ ADD ANOTHER DOCUMENT					

BACK TO INVOICE

SAVE

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It is preferred that you combine all payroll documents into a single PDF. However, if you must add additional documents, click the **Add Another Document** option and following Step 9 above until all supporting documents have been uploaded to the **Invoice Record**.

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When all supporting documentation has been uploaded, click **Save** to ensure all your documents have been uploaded and attached to the **Invoice Record**. Then click **Back to Invoice**.

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Please attach back-up materials to support the costs for which you have invoiced. Payment documentation should be in the form of paycheck stubs and/or a payroll summary showing hours worked, wages paid, and applicable tax information. It is strongly preferred that you upload these materials as a single PDF.

After you upload the supporting documents, click "Back to Invoice" to finalize and submit the invoice to NYSERDA.

Supporting Documents					
Document Name	Add / Update Document	Recent Uploaded Document	Upload History	Status	Action
Paystubs	Choose File No file chosen	Paystubs.docx	Attachment History	Submitted	X
Document Name	Choose File No file chosen				X

+ ADD ANOTHER DOCUMENT

BACK TO INVOICE SAVE

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If any details on the **Invoice** need to be updated, click **Edit**, make any required changes and click **Save** again.

GO BACK

EDIT

SUBMIT

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Click **Submit** to submit the invoice to NYSERDA's Program and Finance team for review, approval and payment. The page will refresh to display a successful submittal message.

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Invoice has been submitted successfully.

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If there are any issues with the submitted invoice during the review and approval process, NYSERDA Program staff will contact the **Primary Contact** for the internship project to resolve the issue(s).