

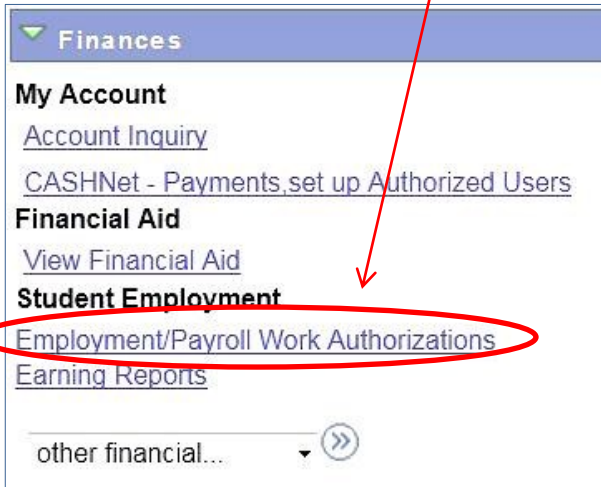
# Approving your Student Payroll Work Authorization

**1.** You will receive an email notification instructing you to log-in to Self-Service to approve your Work Authorization Form.

**2.** Log-in to Self-Service by going to the "Tools" tab in the SAIC Portal (go.artic.edu).



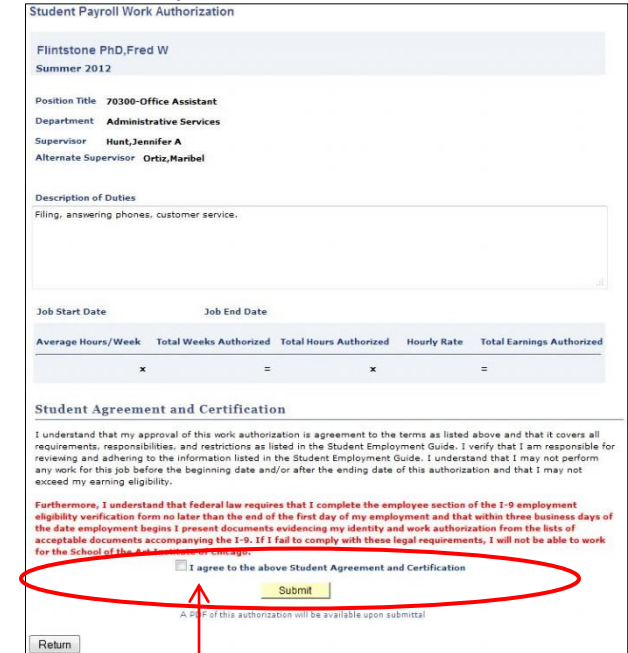
**3.** In your Student Center, go to "Finances" and click on "Employment/Payroll Work Authorization."



**4.** Select the job that needs approval by clicking on the "Job Dept/Title" link.



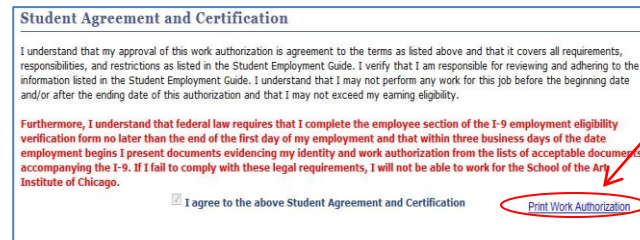
**5.** Review your Work Authorization.



**6.** Read and agree to the Student Agreement and Certification.

**7.** Click "Submit."

**8.** To Print a Work Authorization after you have submitted your approval, click on the "Job Dept/Title" link (same as in Step 4) and at bottom of page, click "Print Work Authorization."



**Questions? Need Assistance?**

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