Online Student Payroll Work Authorization

1. Go to the Intranet at https://information.artic.edu

2. On the sidebar menu, select “PeopleSoft”.

3. Click on “School Users Click Here”.

4. Log in using your X1 User ID/Password.

For assistance with this Login, please contact Rene Saldana at x9-6148.
5. From the menu, select “Financial Aid”.

6. Click on “Employment Authorization”.

7. Enter the student’s SAIC ID number. If you don’t have this information, you can enter Last Name and First Name.

8. Enter the term (e.g., 0990). If you don’t know the 4-digit term number, click the magnifying glass icon.

   Upcoming Terms
   0980 - Summer 2015
   0990 - Fall 2015
   1000 - Winter 2016
   1010 - Spring 2016
   1020 - Summer 2016
   1030 - Fall 2016

9. Click “Search.”
10. Complete the Work Authorization form by filling in:

- Supervisor ID (click the magnifying glass to search by name)
- Alternate Supervisor ID
- Accounting 3-Digit Dept. Number
- Select a Job Type (you only have access to the jobs that you can hire for)
- Position Title

  If you have a student with two assignments (jobs) in the same department, please make sure to create distinguishable job titles. This will help when they are using the WebClock in the ARTICtime system.

  Example: Assignment 1: Sharp - Technician
            Assignment 2: MacLean - Technician

- Job Description
- Job Start and End Dates
- Average Hours per Week
- Hourly Rate

11. When you are done completing the Work Auth, click “Submit”.
12. If everything has been completed successfully, you will get the following message:

![Message]

13. Your Student Employee will get an email at their saic.edu address, prompting them to approve:

Dear Fred Flintstone,

Your student employment request for position Office Assistant at department Administrative Services has been approved. Please log into your SAIC Self-Service Account using the link below to authorize the employment. You will not be able to begin working until this has been completed.

https://csweb.artic.edu/psp/CSTMP/SELSERV/HRMS/?cmd=login

From the Student Center Home Page, go to Finances, and then click on Student Employment/Payroll Authorizations.

![Student Self-Service]
14. Once the student approves, you will be able to go back into the Work Authorization to retrieve a printable copy. Look for the “Generate Report” link on the bottom of the approved authorization.

For complete information of the student employment process, please refer to the Student Payroll page found through the SAIC homepage:

SAIC Homepage > Financial Aid and Tuition > Student Payroll

Questions?

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