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., 0930). If you don’t know the 4-digit term number, click the magnifying glass icon.

Upcoming Terms
- 0930 - Spring 2014
- 0940 - Summer 2014
- 0950 - Fall 2014
- 0960 - Winter 2015
- 0970 - Spring 2016
- 0980 - Summer 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”.

This top section is pre-populated with the student’s data.

Helpful Hint:
Save frequently used job descriptions in a Word doc and copy/paste them into this section.

If you see a completed Work Auth., you will need to click the “Add” button for a clean page.

IMPORTANT: Do not submit the same job for a student more than once! If you need to change an already submitted auth., you must contact the Student Payroll Mgr.

You can click “Save for Later” to complete at another time.
12. If everything has been completed successfully, you will get the following message:

![Message](image)

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.

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**Student Self-Service**

- **Finances**
  - My Account
    - Account Inquiry
  - CASHNet - Payments, set up Authorized Users
  - Financial Aid
    - View Financial Aid
  - **Student Employment**
    - Employment/Payroll Work Authorizations
    - Earning Reports
    - other financial...

**Student Payroll Work Authorization**

<table>
<thead>
<tr>
<th>Term</th>
<th>Job Dept / Title</th>
<th>Department Description</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2012</td>
<td>Flinstone, Fred W</td>
<td>Imaging</td>
<td>Approved Completed</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>TA Office Assistant</td>
<td>Financial Aid</td>
<td>Approved Completed</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>TA Office Assistant</td>
<td>Administrative Services</td>
<td>Approval Needed</td>
</tr>
</tbody>
</table>
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?

Student Payroll
Sullivan Center, Suite 1218
student_payroll@saic.edu

312.629.6609