

Quick Guidelines for New Student Employees

Congratulations on being hired through SAIC. There are a few things to know to help you get started.

Work Authorizations

- Upon being hired your supervisor will create a work authorization and you must review and approve it. This is to be completed **before** you begin working.
- Students may view work authorizations in SAIC Self-Service. You will receive an email when your authorization is ready to be reviewed and approved.
- Once you have approved your work authorization, the job assignment information is transmitted to ARTICtime and you will be able to record your hours: **this process takes 24 hours.**

ARTICtime: Online Timesheet

- **ARTICtime Dashboard:** Students will use ARTICtime to record their hours. Please familiarize yourself with the **ARTICtime Dashboard** at artictime.artic.edu. You can access the dashboard from any computer, globally, with internet access. This is where you view your electronic timesheet.
- **WebClock:** Most students record their time using the ARTICtime WebClock to punch in and out at the beginning and end of shifts and before and after lunch and breaks. The WebClock is available **only on campus**. Supervisors should notify students where their designated ARTICtime WebClock login computer is located in their work space, as applicable.
- **Elapsed Time:** Most **TA and CAPX** jobs do not use the WebClock and are to record their time through a method called Elapsed Time. This means they simply log into the ARTICtime Dashboard and record the number of hours (not including breaks or lunch) they worked on the specified day.
- **Submitting Timesheets:** All students must submit their timesheet for approval on or after the last day they have worked during that pay period. Timesheets must be submitted no later than 10AM on the Monday following the end of the pay period. You are encouraged to check your timesheets periodically so that all corrections are made prior to submitting it.
- **Additional Information:** Please visit <https://information.artic.edu/artictime/> or visit the SAIC Homepage>Financial Aid & Tuition>Student Payroll. Training sessions are also available as announced.

Paychecks

- Students receive a paycheck every two weeks, following the payroll schedule. Students must pick up checks from the Bursar's Office, Sharp Building Room 245. Please see schedule on reverse side.
- You are encouraged to enroll in Direct Deposit by logging into SAIC Self-Service and going to the Employee Center to complete the "Direct Deposit Setup."

Please note, students are hired on a per-semester basis. A new authorization must be made for each term.

2017-18 Student Employment Work Authorization Terms

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| Summer 2017 | SU-17 | 05/15/17 through 08/29/17 |
| Fall 2017 | FA-17 | 08/30/17 through 12/18/17 |
| Winter 2018 | WI-18 | 12/19/17 through 01/24/18 |
| Spring 2018 | SP-18 | 01/25/18 through 05/13/18 |