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 SAIC Self-Service, and then click on Student Center in the left-hand column.

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.


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?
Student Financial Services
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