

2019 -2020 STUDENT PAYROLL SCHEDULE
The School of the Art Institute of Chicago

| <u>Term</u> | <u>Pay Period Number</u> | <u>Time Period Work Performed</u> | <u>Timesheet Due Date (3:00 PM)</u> | <u>Pay Check Date</u> |
|-------------|--------------------------|-----------------------------------|-------------------------------------|-----------------------|
| SU-19 | 1 | 05/13/19-05/26/19 | 05/28/19* | 06/07/19 |
| SU-19 | 2 | 05/27/19-06/09/19 | 06/10/19 | 06/21/19 |
| SU-19 | 3 | 06/10/19-06/23/19 | 06/24/19 | 07/05/19 |
| SU-19 | 4 | 06/24/19-07/07/19 | 07/08/19 | 07/19/19 |
| SU-19 | 5 | 07/08/19-07/21/19 | 07/22/19 | 08/02/19 |
| SU-19 | 6 | 07/22/19-08/04/19 | 08/05/19 | 08/16/19 |
| SU-19 | 7 | 08/05/19-08/18/19 | 08/19/19 | 08/30/19 |
| SU-FA-19 | 8 | 08/19/19-09/01/19 | 09/03/19* | 09/13/19 |
| FA-19 | 9 | 09/02/19-09/15/19 | 09/16/19 | 09/27/19 |
| FA-19 | 10 | 09/16/19-09/29/19 | 09/30/19 | 10/11/19 |
| FA-19 | 11 | 09/30/19-10/13/19 | 10/14/19 | 10/25/19 |
| FA-19 | 12 | 10/14/19-10/27/19 | 10/28/19 | 11/08/19 |
| FA-19 | 13 | 10/28/19-11/10/19 | 11/11/19 | 11/22/19 |
| FA-19 | 14 | 11/11/19-11/24/19 | 11/25/19 | 12/06/19 |
| FA-19 | 15 | 11/25/19-12/08/19 | 12/09/19 | 12/20/19 |
| FA-19/WI-20 | 16 | 12/09/19-12/22/19 | 12/23/19 | 01/03/20 |
| WI-20 | 17 | 12/23/19-01/05/20 | 01/06/20 | 01/17/20 |
| WI-20 | 18 | 01/06/20-01/19/20 | 01/21/20* | 01/31/20 |
| WI-SP-20 | 19 | 01/20/20-02/02/20 | 02/03/20 | 02/14/20 |
| SP-20 | 20 | 02/03/20-02/16/20 | 02/17/20 | 02/28/20 |
| SP-20 | 21 | 02/17/20-03/01/20 | 03/02/20 | 03/13/20 |
| SP-20 | 22 | 03/02/20-03/15/20 | 03/16/20 | 03/27/20 |
| SP-20 | 23 | 03/16/20-03/29/20 | 03/30/20 | 04/10/20 |
| SP-20 | 24 | 03/30/20-04/12/20 | 04/13/20 | 04/24/20 |
| SP-20 | 25 | 04/13/20-04/26/20 | 04/27/20 | 05/08/20 |
| SP-20 | 26 | 04/27/20-05/10/20 | 05/11/20 | 05/22/20 |
| SU-20 | 1 | 05/11/20-5/24/20 | 05/26/20* | 06/05/20 |

- Students must submit timesheets by 10am and Supervisors approve timesheets by 3pm in the ARTICtime Dashboard on the scheduled due date. Access to the ARTICtime Dashboard (artictime.artic.edu) does not require you to be on campus. You may access it from any computer that has Internet access, globally. ARTICtime instructions and training documents are available at: saic.edu/studentpayroll.

* Indicates that checks will be released early or timesheets due date differs than usual date because of Holiday Scheduling

2019-20 Student Employment Work Authorization Terms

| | | |
|--------------------|--------------|----------------------------------|
| Summer 2019 | SU-19 | 05/13/19 through 08/27/19 |
| Fall 2019 | FA-19 | 08/28/19 through 12/16/19 |
| Winter 2020 | WI-20 | 12/17/19 through 01/22/20 |
| Spring 2020 | SP-20 | 01/23/20 through 05/10/20 |

PeopleSoft Online Work Authorization Information

- Work Authorizations are completed online in PeopleSoft Student Administration by Supervisors or other approved staff using a PeopleSoft Login beginning with X1
- Students must approve the Work Authorization in SAIC Self-Service
- A job will not appear in ARTICtime until the student approves the Work Authorization. Once the student approves the Work Authorization the job assignment information is transmitted to ARTICtime through an overnight process.
- Work Authorizations must be completed by the Supervisor and approved by the student BEFORE the student begins working

ARTICtime Online Timesheet Information

ARTICtime Dashboard – Students use this tool to view and submit timesheets and Supervisors view, edit and approve student timesheets. The Dashboard can be accessed from any computer, globally, with Internet Access at artictime.artic.edu.

ARTICtime WebClock - Most students record their time by using the ARTICtime WebClock to log in and out including breaks and lunch. The WebClock is available only on campus. Supervisors should notify their students of where their designated ARTICtime WebClock log in computer is located in their work area, as applicable

Elapsed Time – Most TA and CAPX jobs do not use the ARTICtime WebClock but record their time through a method called Elapsed Time. Elapsed Time users simply log into the ARTICtime Dashboard and record the number of hours (not including breaks or lunch) they worked on the specified day.

Submitting & Approving Timesheets For Payment

For Students –Submitting Timesheets

- Students must submit their timesheet for approval on or after the last day they have worked during each Pay Period. Timesheets must be submitted no later than 10am on the Monday following the end of the Pay Period.
- Submitting the timesheet is the equivalent of providing a digital signature, confirming that the hours reported are accurate. Students should communicate with their supervisor if they find any errors.

For Supervisors - Approving Timesheets

- After the students submit their timesheets supervisors must review, edit and approve students' timesheets. Timesheets must be approved by 3pm on the Monday following the end of the Pay Period.
- Before approval, Supervisors should review each student's recorded time for accuracy
- Fix all exception errors and warnings as applicable. Note: This is not complete until no red exception flags remain on the time sheet
- Supervisors may enter a Performance code of "Satisfactory" or "Unsatisfactory" for the Pay Period