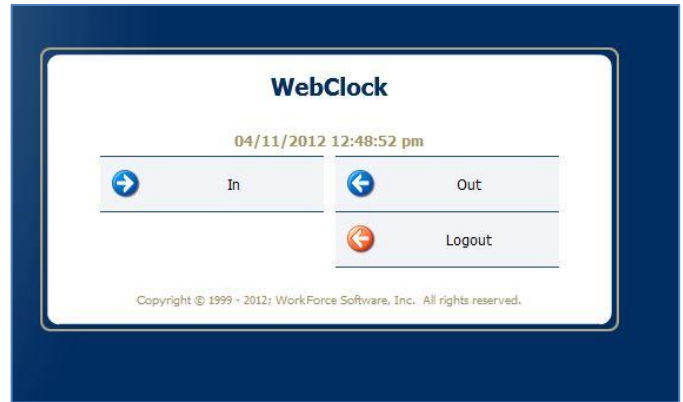
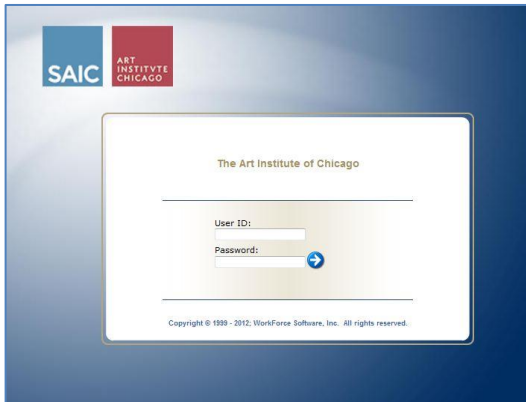




# WebClock Student Employee Quick Guide

1. Clock In and Out for each shift and Out and back In for each lunch break by clicking on the desktop icon at a computer designated by your supervisor. Log in to the WebClock with your ARTIC account login (same as your Self-service login).



Don't forget! If you are working 7.5 hours or more you must take at least a 20 minute unpaid break (Illinois State Law). Make sure to clock out for your lunch break and back in when you go back to work!

2. Login to your ARTICtime Dashboard from the SAIC Homepage to View, Print and Submit Timesheets and Request Time Off.

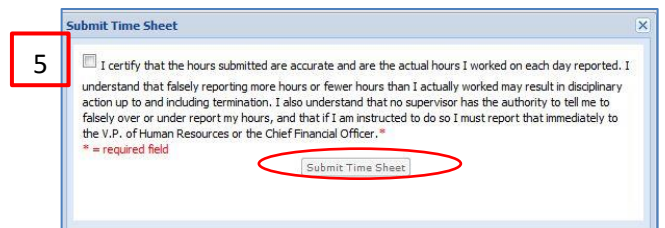


To View: 1) Click Time Entry > Enter My Hours  
2) On the Toolbar, Select the Time Period to View. (the current pay period is the default view).

To Print: 3) On the Toolbar, Select "More" and then "Print"

To Submit: 4) On the Toolbar, Select "Submit"  
5) Check the box and click "Submit Time Sheet"

To Request Time Off: 6) Click Schedules > My Time Off



Don't forget to submit your timesheet no later than Monday at 10:00am following the end of each pay period!