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 studentinfosystems@saic.edu.
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**
   
   1100 - Summer 2018
   1110 - Fall 2018
   1120 - Winter 2019
   1130 - Spring 2019
   1140 - Summer 2019
   1150 - Fall 2019

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

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.

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.
12. If everything has been completed successfully, you will get the following message:

![Message]

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/SELFSERV/HRMS/?cmd=login

From the Student Center Home Page, go to Finances, and then click on Student Employment/Payroll Authorizations.
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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
(Located within the Financial Services Office)
Sullivan Center, Suite 1200
student_payroll@saic.edu
312.629.6609