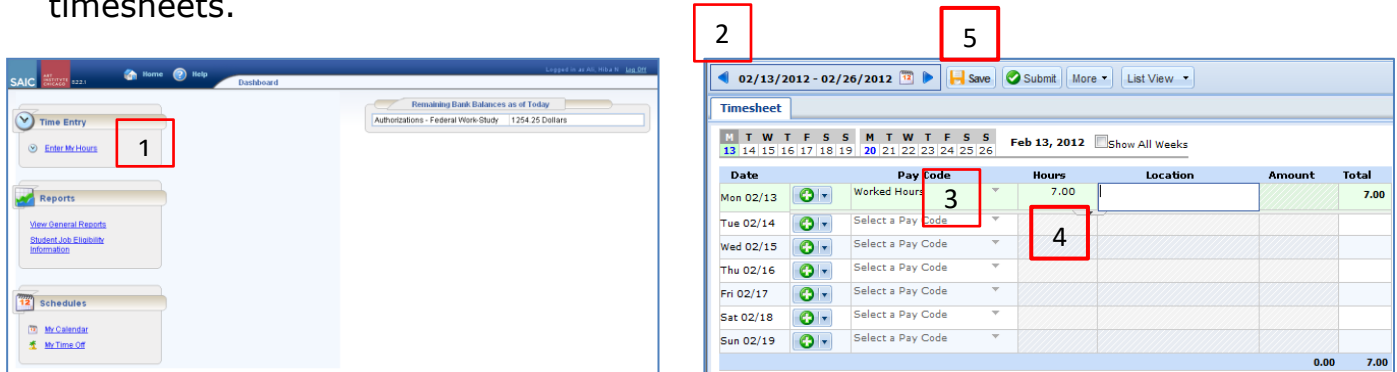




Elapsed Time Student Employee Quick Guide (TAs and CAPX Internships)

Login to your ARTICtime Dashboard via the SAIC Portal to enter time, print and submit timesheets.

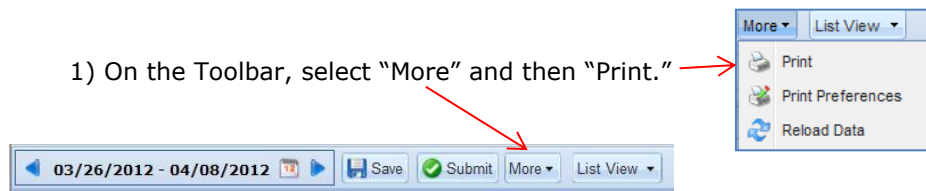


To Enter Time:

- 1) On the Dashboard: Under Time Entry, select "Enter My Hours."
- 2) Select the Current Pay Period using the blue arrows or the Calendar. The current pay period is the default.
- 3) On the day you would like to enter time, select Pay Code "Worked Hours" from the "Select a Pay Code" drop down menu.
- 4) Under the Hours column, enter the appropriate hours. This should not include your lunch break. (You must take a lunch break when working 7.5 hours or more).
- 5) On the Toolbar, select the "Save" button.

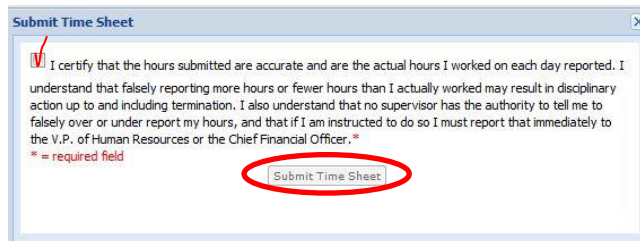
To Print:

- 1) On the Toolbar, select "More" and then "Print."



To Submit:

- 1) On the Toolbar, select "Submit"
- 2) Check the box and click "Submit Time Sheet"



Don't forget to submit your timesheets no later than Monday at 10:00am following the end of each Pay Period!