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 Self-Service by going to the “Tools” tab in the SAIC Portal (go.artic.edu).

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.


   - Student Payroll Work Authorization
   - Flintstone PhD, Fred W
   - Select Job to Approve
   - Review your Work Authorization.
   - Read and agree to the Student Agreement and Certification.
   - 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
Sullivan Center, Suite 1218
312.629.6600
student_payroll@saic.edu