

Supervisor's Guide to Student Payroll



**School of the Art Institute
of Chicago**

Developed by:

Student Payroll
(Located within the Student Financial Services Office)
Sullivan Center,
Suite 1200
(312) 629-6609

V. 08.06.20

Supervisors:

This guide is intended to help you understand the payroll process and to aid you in the completion of the student hiring process. Supervisors are responsible for timely and accurate submission of all student timesheets and work authorizations. Illinois Labor Law requires that employees are paid within 13 days. Timesheets must be submitted on a timely a basis.

If you have any questions that are not addressed in the following sections, contact Student Payroll (located in the Student Financial Services Office, Suite 1200 Sullivan Center) at 312.629.6609.

CONTENTS

I.	Student Payroll Made Simple 6 Easy Steps - Chart	3
II.	Student Earning Eligibility	4
III.	Employment Eligibility Verification: Form I-9	6
IV.	Online PeopleSoft Work Authorization... ..	8
V.	Submitting/Approving Student Timesheets on ARTICtime	10
VI.	Teaching Assistantships.....	11
VII.	The Art Institute of Chicago Paid Sick Leave (PSL) Policy.....	12
VIII.	Sample Student Worker Confidentiality Contract.....	16

I. 6 Easy Steps to Student Payroll - Chart

Student Payroll Made Simple

Step One:

Request a current copy of the **student's SAIC** I-9 Verification/ Earning Eligibility Report to confirm that your potential student employee has appropriate earning eligibility.

Step Two:

First-time student employees must complete an I-9 packet with Student Payroll along with completing online forms (located in the Student Financial Services Office) within 3 days of working.

Step Three:

The student Online PeopleSoft Work Authorization must be submitted by supervisor and approved by student.

Step Four:

Student will appear in ARTICtime approximately 24 hours after they have approved their work authorization. They can then begin to record their hours.

Step Five:

Timesheets should be submitted and approved no later than the scheduled due date and time at the end of each pay period. (See Payroll Schedule.)

Step Six:

Students who do not sign up for direct deposit may pick up their paychecks at the **Bursar's Office** (Sharp Building) according to the Payroll Schedule.

II. Student Earning Eligibility

At SAIC, there are 2 types of earning eligibility: Federal Work-Study (need-based) eligibility and Institutional (non-need based) eligibility.

It is the purpose of the Federal Work-Study program to provide assistance to those students who have demonstrated the greatest financial need. Most student employment jobs on campus during the fall and spring semesters require the student to have Federal Work-Study eligibility with the exception of International students, Teacher s Assistants (TAs), CAPX Interns and certain approved positions. Federal aid can only be offered to domestic or eligible non-citizen students. International students are not eligible to apply for federal student aid.

For purposes of the Federal Work-Study program, it is the student's responsibility to annually submit the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov and any other required financial aid forms (verification forms, taxes, etc.) in compliance with published deadlines. **A student may not begin working prior to their first day of enrollment at SAIC or to the awarding of earning eligibility for Federal Work-Study positions. To be considered for earning eligibility, a student must be degree-seeking and enrolled at least half-time (6 credit hours) for the fall or spring semesters.** Earning eligibility will not be awarded to a student for dates prior to the first day of his/her academic "start" term.

Federal Work-Study is not required during the winter and summer terms. All students are eligible to work during those terms.

Earning Eligibility for Fall and Spring Terms:

Student workers may be awarded one of two types of earning eligibility

FEDERAL WORK-STUDY

-OR-

INSTITUTIONAL ELIGIBILITY

The source of student financial aid funding, Federal Work-Study or institutional resources, has no impact on departmental student employment budgeting. An award from the Student Financial Services office of either type during the fall or spring terms ensures that a student is eligible to earn up to that amount.

Supervisors must verify that their potential student employee may begin working for each job offered. This is done by using the Employment Eligibility Report that the student must provide to their supervisor. The Employment Eligibility Report is available to students through SAIC Self-Service under Other Services Non-Mobile Module. Upon requesting the report, a PDF is emailed to the student's SAIC email address within 5-10 minutes. The student can provide this report by printing a hard copy or forwarding it electronically through email to their supervisor.

A student worker who has accepted another job first may not have enough Federal Work Study eligibility for both jobs. If this is the case, the second authorization may not be processed until the first authorization is revised or terminated. Supervisors can view other FWS jobs that have been accepted by the student on the Employment Eligibility Report if the work authorization from the other jobs have been received and processed in Student Payroll.

Federal Work-Study eligibility is not needed for the following categories of students:

- A. International students studying at SAIC on an F-1 visa. An international student may work up to 20 hours per week during the fall and spring terms, and 40 hours per week during summer and winter terms. There is not a set dollar amount limit.
- B. Teaching Assistants Positions “Specialists”, who are not eligible for need-based financial aid.
- C. CAPX students who are not eligible for need-based financial aid.
- D. Student Government, Student Union Gallery, Senior Resident Advisors, SAICRadio, TV, F Newsmagazine Editors and any other approved positions.
- E. Continuing students working in summer or winter terms.

Earning Eligibility for Winter and Summer Terms:

Only continuing students are eligible to work during the winter and summer terms. A continuing student will be enrolled at least half-time (6 credit hours) for the preceding and following semester of the term of employment.

Continuing SAIC students may work up to 40 hours per week and there are no earning limits during the winter and summer terms. Check with your department budget, however, when authorizing students for employment.

Ineligible Students for Winter and Summer Terms:

The following are not eligible to work:

- A. A May graduate may not work the following Summer term.
- B. A December graduate may not work the following Winter term.
- C. A non-enrolled student finishing “incompletes” to graduate.
- D. A student that is not enrolled for the following Fall or Spring term.

III. Employment Eligibility: Verification: Form I-9

The first step in authorizing a student for employment is **the Federal I-9 Employment Verification Form**, and state and federal tax withholding information. Completion of I-9 Employment Verification is required by federal regulation. A student should not be authorized for student payroll until these forms have been completed. All first time SAIC student employees must complete the I-9: once a student has completed it, it is good for all years employed at SAIC.

These forms along with the required documentation must be submitted within three days of the first date of employment, and no later. A student who has successfully completed the process will have the word **“Approved”** listed at the top of their Employment Eligibility Report.

Please send student workers to the office of Student Financial Services, Sullivan Center Suite 1218, to complete an I-9 packet. Students will need to bring the required identification with them to complete the packet: please refer your student workers to the SAIC website under Student Payroll for information about the required documentation.

Example of List of Acceptable I-9 Document

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

IV. Online PeopleSoft Work Authorization

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. Once the student approves the work authorization, the job assignment is transmitted to ARTICtime the next day. If the student does not approve the work authorization then their job will not appear in ARTICtime. A Work Authorization must be completed by the Supervisor and approved by the student before the student begins working.

***For assistance in completing an online work authorization, please refer to the SAIC website under Financial Aid and Tuition, then Student Payroll. Scroll down; on the left-hand column you'll see an area that says "Getting Started." Click on "Supervisor—Submitting your Student Employee's Work Authorization." Or contact student financial services at 312-629-6600.**

Listed below are a few guidelines on how to complete the Student Employment Authorization:

- * ***Brief Description of Duties*** is required. Federal regulations require a written record of job duties and responsibilities. This section must be completed accurately.
- * ***Account Number(s)*** must be completed by the employer/supervisor. The Accounting Department should be contacted, if necessary, to budget new account numbers for student payroll.
- * ***Average Hours/Week multiplied (X) by Total Weeks Authorized equals (=) Total Hours Authorized.*** The hours per week may be averaged to compensate for vacation weeks or varying schedules but the Total Weeks Authorized will always be the number of weeks that occur between the starting and ending dates on the Authorization form.
- * ***Total Authorized Earnings*** is the maximum dollar amount approved by the Student Financial Services Office for a student employee. The total authorized earnings for all jobs cannot exceed the student's maximum earning eligibility award. Earnings in excess of this dollar amount may result in a penalty to the student. The Student Financial Services Office highly recommends that supervisors monitor student earnings on a weekly basis by keeping a record of cumulative hours worked.

SPECIAL NOTE: Student Payroll (Student Financial Services) does not set or monitor departmental budgets for student employment. A Departmental Report can be provided upon request to assist each department in tracking total budget and current individual student worker earnings.

- * An equitable *Hourly Rate* scale for student employees should be established within each department, considering experience and skills required for each position. Currently, this rate is set for \$14.00/hr. for all students. There is an exception for graduate teaching assistantships. Standard pay for the Instructor of Record, (formerly TA-A) is \$22.00/hr., the Teaching Assistant - B, Advance Institutional Assistant and Specialist position is \$15.00/hr. **Supervisors should check with the Student Financial Services office prior to offering raises.** Authorizations are subject to approval. Revisions to rate of pay cannot be processed if all earning eligibility has been utilized.
- * **Revision of Authorization.** Any authorization, which updates another authorization on file for the same academic term, is a revision. A revised work authorization must be completed by the Student Payroll Coordinator, Queta Guerrero. A written request to the Student Payroll Coordinator requesting the revision should be e-mailed to eguerrero@saic.edu. The Supervisor requesting the revision should include the student's full name, identification number, and specify the changes to be revised. A revision request should be submitted for changes in hourly rate, average hours per week, beginning or ending date, or job title.
- * **An Employer/Supervisor Signature and Alternate signature must be provided.** Only an "authorized" supervisor or alternate signature may approve the bi-weekly student timesheet. To change an authorized signature following processing of the authorization, please submit a revision request to the Student Payroll Coordinator.

Once the Supervisor has submitted the Work Authorization and the student has approved it, both can print a copy by clicking on the "Generate Report" link on the bottom of the approved authorization.

To avoid delays in processing and disruption to staff, supervisors should verify that potential student employees have sufficient earning eligibility prior to hire. Supervisor/Employers should determine if a student worker is or will be working for another campus employer. Remember, a student employee may not be authorized to work more than 40 hours per week, total, for all positions.

V. Submitting/Approving Student Timesheets on ARTICtime

All student workers use an electronic timesheet through ARTICtime. Timesheets must be submitted by the student employee and approved by the Supervisor. Students must submit their timesheet for approval on or after the last day they have worked during the pay period. Timesheets must be submitted no later than 10am on the Monday following the end of the pay period. Students and Supervisors will receive up to 2 emails reminding them to submit their timesheets.

After the student submits their timesheet, Supervisors must review the student's information. Supervisors should review the recorded time and fix any errors and warnings applicable. A Performance code of Satisfactory or Unsatisfactory may be added on the last day the student worked. Once this is completed the Supervisor can approve the timesheet. Timesheets must be approved by 3pm Monday following the end of the pay period.

Please keep in mind:

1. Time period worked beginning and ending dates must fall within authorization beginning and ending dates.
2. Hours must be entered for all days worked.
3. **Times in/out should be accurately recorded for each day worked. A lunch break must be recorded, as time in/out, for all student employees as follows:** Illinois labor law requires that a student who works at least 7½ hours must receive a break or lunch period of not less than 20 minutes no later than the 5th hour of work. Students cannot be paid for the lunch hour.
4. According to federal regulation, students may not work more than 40 total hours (20 hours for international students during fall and spring terms) per week for all positions, including CAPX Interns.
5. Federal regulations prohibit student employment during hours scheduled for class attendance.
6. Supervisors should review all hours worked which fall on school holidays, on days that the school facilities are considered closed or during critique week.
7. One timesheet per 2 week pay period per job must be submitted and approved for processing.
8. If necessary, supervisors can amend timesheets going back 4 months (120 days).
9. Anytime a timesheet submitted by the student employee is revised, the employer/supervisor should document the process and inform the student in writing of such changes. Supervisors should always keep documentation of any revisions on file for future access if necessary.

VI. Teaching Assistantships

Guidelines for both the instructional areas and student employment are taken into consideration for the teaching assistant (TA) program. A unique set of procedures for TAs must be followed as outlined below.

(Adv. Inst. Asst./Teaching Assistant)

Student is hired for a variable number of hours per week at \$15.00/hour to assist with instructing a class.

(Specialist)

Student is hired for a variable number of hours per week at \$15.00/hour.

(Instructor of Record)

Student is hired 6 hours per week for a 3 credit hour course at \$22.00/hour to instruct a class and assign grades.

There are two general requirements for both categories:

1. Teaching assistants must be graduate students enrolled on at least a half-time basis (6 credit hours).
2. Teaching assistants must be paid from GL Object # 50361.

A new Student Employment Authorization must be completed for each term - Summer, Fall, Winter and Spring. This authorization is due no later than the first day of employment for that particular term in which the student is working. The beginning and ending dates on the authorization may be no earlier or later than the first and last day of each session. For students planning to work a full term, the 2018-2019 term beginning and ending dates are as follows:

Summer	1180	Summer 2020	(05/11/20 - 09/01/20)
Fall	1190	Fall 2020	(09/02/20 - 12/21/20)
Winter	1200	Winter 2021	(12/22/20 - 01/27/21)
Spring	1210	Spring 2021	(01/28/21 - 05/16/21)

The number of weeks above is system-calculated by the beginning and ending date input. A partial week is rounded up to a full week.

VII. The Art Institute of Chicago Paid Sick Leave (PSL) Policy

Purpose

In accordance with ordinance 124045 of the Chicago Municipal Code, effective July 1, 2017, certain employees of the Art Institute of Chicago who are not eligible to participate in the Art Institute's Paid Time Off (PTO) Program shall be eligible for Paid Sick Leave as described in this Paid Sick Leave (PSL) Policy.

Accrual of Paid Sick Leave

Accrual Eligibility

- Employees who are not eligible to participate in the Institute's Paid Time Off (PTO) Program as described in Section 11.2 of the Employee Guidelines shall be eligible to accrue Paid Sick Leave (PSL) if they (i) work at least two hours in a consecutive two-week period while physically present in the geographic boundaries of the City of Chicago and/or Cook County, and (ii) work at least 80 hours in any consecutive 120-day period.
- Employees who are eligible to accrue PSL shall be referred to in this Policy as "Covered Employees".
- All Faculty members are excluded from participation in this program as they have access to approved leave of absence (including sick time).

Accrual Amounts and Limits

- Covered Employees begin accruing paid sick leave on July 1, 2017, or at their date of hire if hired after July 1, 2017.
- Covered Employees shall accrue one (1) hour of Paid Sick Leave for every forty (40) hours actually worked.
- The maximum accrual shall be forty (40) hours per 12-month fiscal year (July 1 through June 30).
- Covered Employees may carry over a maximum of one half (50 percent) of their accrued but unused Paid Sick Leave (not to exceed 20 hours) from one fiscal year to the next for use as Paid Sick Leave for reasons other than a leave of absence under the Family and Medical Leave Act (FMLA).
- In addition to the maximum of 20 carryover hours described in the preceding paragraph, Covered Employees shall be allowed to carry over up to 40 hours of their accrued but unused Paid Sick Leave to be used exclusively for Family and Medical Leave Act (FMLA) purposes; provided the Covered Employee is otherwise eligible for FMLA leave.
- FMLA eligible employees can use up to 60 hours of accrued Paid Sick Leave, but at least 20 of these hours must be FMLA specific carry over from the previous year.
- Sick leave accruals will be available for employees after the close of the payroll period where the accrual occurred.

- Covered Employees will not accrue sick leave when he/she is in an out-of-pay status (i.e., on leave of absence), on sick leave, on Workers' Compensation, or on Short-Term/Long-Term Disability.
- A covered employee may use a maximum of 40 hours of accrued regular Paid Sick leave within one year.

Transferability of Paid Sick Leave Accrual

- All Paid Sick Leave accruals will be forfeited upon separation from employment.
- Under no circumstances shall Covered Employees be eligible to receive any payout of accrued but unused Paid Sick Leave balances.
- Accruals of Paid Sick Leave do not transfer to the Paid Time Off (PTO) Program upon promotion, transfer, or rehire into a position that is eligible for benefits under the PTO Program.

Utilization of Paid Sick Leave

Usage Eligibility

- Current Covered Employees shall be entitled to the use of accrued Paid Sick Leave upon the completion of 180 calendar days measured from July 1, 2017. Newly hired or rehired Covered Employees shall be entitled to the use of accrued Paid Sick Leave 180 calendar days from their date of hire or rehire.

Usage Requirements

- Paid Sick Leave must be taken in no less than one (1) hour increments.
- Paid Sick Leave may only be utilized in lieu of previously- scheduled work hours.

Appropriate Use of Paid Sick Leave

Covered Employees may ONLY use accrued Paid Sick Leave for the following:

- Sick leave may be used in accordance with the procedures set forth below for absences due to the employee's own illness or injury, or for receiving medical care, treatment, diagnosis, or preventive medical care and for absences due to a Family Member's* illness or injury, or to care for a Family Member receiving medical care, treatment, diagnosis or preventive medical care.
- Employees may also use sick leave if they or a Family Member are a victim of domestic violence or a sex offense, or if they need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.
- Sick leave may be used in the event the Covered Employee requires a court appearance in domestic violence cases or is summoned for jury duty.
- Sick leave may be used in the event of the Covered Employee's bereavement. For this purpose, "bereavement" shall have the same meaning as bereavement leave described in the Institute's Employee Guidelines.

Covered Employees may NOT use accrued Paid Sick Leave for:

- Personal events or vacations.

Sick on the Job

- If a Covered Employee becomes sick on the job, the Covered Employee may obtain permission from his or her immediate supervisor to leave work before the Covered Employee's shift has ended. If an early departure is approved, the time missed may be covered by Paid Sick Leave in accordance with this Policy.

Usage Details and Restrictions

Notice of Absence

- If a Covered Employee's need to utilize Paid Sick Leave is reasonably foreseeable, the Covered Employee must provide at least 7 days advance notice to the Covered Employee's direct supervisor in order to accommodate re-provisioning of resources.
- If a Covered Employee's reason for utilizing Paid Sick Leave is not reasonably foreseeable, the Covered Employee must provide as much notice as is practical under the circumstance. Notice may be provided to the Covered Employee's immediate supervisor by phone, e-mail or text message.

Documentation of Absence

- Documentation signed by a health care provider indicating the need for the number of days taken may be required by the Covered Employee's supervisor for leaves of more than three (3) consecutive days.
- Documentation of absences less than three (3) consecutive days is not required to utilize Paid Sick Leave.

Pay Rate for Sick Leave

Pay for sick leave will be at the employee's regular rate of pay at the time sick leave is used.

Use of Paid Sick Leave for Ineligible Purposes

- The Institute may take disciplinary action, up to and including termination, if a Covered Employee uses Paid Sick Leave for purposes other than those described as appropriate in this policy. In addition, the Institute may review the Covered Employees attendance records to determine if there has been an excessive use of sick leave. Excessive use of sick leave may result in corrective action.

Application of Attendance-Related Disciplinary Standards

- Paid Sick Leave and this Policy are intended to cover unavoidable illnesses, injuries and other appropriate uses defined above.
- Supervising departments may have specific disciplinary procedures related to attendance to which a Covered Employee will continue to be held accountable.
- The 1st five (5) days of PSL leave will not be counted against an employee under the **Attendance Policy 17.2**

<https://information.artic.edu/eeguide/17-workplace.shtml>

- This policy does not exempt any Covered Employee from defined work standards including timely arrival for work, adequate notice of absence, shift swapping procedures, and customer service.
- For purposes of the Paid Sick Leave Policy, a “Family Member” is an employee’s child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner’s parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, and/or foster care relationship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster stepparent, adoptive parent or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child. This definition applies only to this Paid Sick Leave Policy, and not to other Institute policies or benefits referencing Family Member.

VIII. Sample Student Worker Confidentiality Contract

This is an example of a Student Worker Confidentiality Contract. Each department should make one of their own. You are also welcome to use this contract as a template. Please contact us at Student Financial Services: 312-629-6609.

I have read and understand The School of the Art Institute of Chicago's current Bulletin publication describing The Family Education Rights and Privacy Act of 1974 (FERPA).

I understand and agree to the following:

- All information in the office is private and confidential and may not be discussed with anyone (including other student workers) except a full-time Staff employee.
- I will not show any student, staff or faculty member a student's file without the presence of full-time staff.
- I will not discuss any information I see or hear while working in the office with anyone outside the office.
- I will not give out any information while working that I am not confident is correct.

In addition:

- I will notify my supervisor when I am on breaks and lunch or need to leave for any reason.
- I understand that I am not to use the computers or telephones for anything except work-related tasks.
- I will notify my Supervisor if there is a change in my work schedule or need to alter my work schedule in any way.
- I will notify my Supervisor when I have completed a given task in preparation for the next task.

I understand that it is a federal offense to disclose confidential information to anyone other than Full-Time Staff.

Student Worker Name and ID # _____

Student Worker Signature and Date _____

Supervisor Signature and Date _____