This guide provides information about on-campus student employment and off-campus jobs and internships. It also details the employment process, including eligibility information and forms that you must complete in order to receive payment.

DEPARTMENTS THAT CAN HELP YOU WITH EMPLOYMENT QUESTIONS:

Career and Professional Experience (CAPX)
116 S. Michigan, 14th floor
312.499.4130 | careers@saic.edu
How to find jobs on and off campus that are a good fit for you and information on internships for course credit

International Affairs
Sullivan Center, 36 S. Wabash Ave., suite 1203
312.629.6830 | intaff@saic.edu
Employment information specifically for international students

Student Payroll
Student Financial Services
Sullivan Center, 36 S. Wabash Ave., suite 1200
312.629.6600 | studentpayroll@saic.edu
Questions about employment eligibility, work time and attendance, ARTICtime, getting paid and payroll forms

HOW TO FIND AN ON-CAMPUS JOB

saic.joinhandshake.com
To begin your on-campus job search, log in to Handshake and search for on-campus jobs. If you are logging in for the first time, you will be asked to complete a quick survey about your preferences. All available on-campus jobs are listed exclusively on Handshake.

Students are automatically signed up for Handshake through their Artic account, and you can sign in to Handshake using your SAIC username and password. For more information about logging into Handshake, visit saic.edu/careers.

HOW TO FIND AN OFF-CAMPUS JOB

saic.joinhandshake.com
Explore Handshake for Internships and Off-Campus Employment

Handshake is also your primary online source for hundreds of SAIC-approved internships (see Internship section on page 7) and job opportunities for off-campus employment.

Handshake has rapidly become the new standard for connecting students and alumni with jobs, internships, and other professional opportunities. In the past 12 months alone, there have been over 700,000 active jobs and internships posted to the platform by over 300,000 employers across all 50 states and 165 countries. Students are encouraged to explore opportunities listed throughout the platform in addition to jobs pre-approved by CAPX.

EMPLOYMENT ELIGIBILITY

STUDENT EMPLOYEES WORKING REMOTELY MUST BE PHYSICALLY LOCATED IN THE UNITED STATES.

VISIT CAREER AND PROFESSIONAL EXPERIENCE (CAPX)

saic.edu/careers
If you have questions about the on-campus job application process, CAPX can help. Career advisors at CAPX help students develop a strong resume, portfolio and prepare for job interviews. CAPX can also help you find off-campus jobs and internships. Meet with a career advisor to discuss your interests, skills, and internship and job search strategies.

SCHEDULE AN APPOINTMENT
Make an appointment with a CAPX career advisor or a faculty career advisor via the appointments tab on Handshake.

YOUR ON-CAMPUS EARNING ELIGIBILITY IN SELF-SERVICE

Students should electronically request an Earning Eligibility Report in Self-Service (go to Other Services >Mobile > Earnings Reports) for their chosen semester. This report shows domestic students their total Federal Work-Study (FWS) eligibility amount, how much FWS is already authorized for use and still available, and for both International and Domestic students, if they have properly completed the I-9 process to begin working their first day of employment. International students are not required to have FWS. Students should provide this report to supervisors during the interview and job application process and can send the PDF by email to them.
ON-CAMPUS EMPLOYMENT

TYPES OF ON-CAMPUS EMPLOYMENT

Jobs of various skill sets are available in many SAIC departments for students from all class levels. Previous experience is not necessarily required. Job types include:

- Administrative and Clerical: Academic and studio departments, student services, and support
- Gallery, Exhibitions, and Events: SAIC galleries, art installation, visiting artists events
- Hands-on: Instructional shops, classroom and equipment support
- Library and Media: Libraries and collections, film, radio, TV, multimedia, and newspaper
- Technology: Computer resources, equipment authorizations, software training and support

Students should access Handshake to apply for all jobs with these departments.

ON-CAMPUS EMPLOYERS

Students should access Handshake for all opportunities with SAIC departments.

INSTRUCTIONAL RESOURCES AND FACILITIES MANAGEMENT (IRFM)

Grade 1: General Student Employee Position $14.00/hour

Grade 2: Teaching Assistants, Advanced Instructional Assistants, Specialist $15.00/hour

NOTE: Jobs and earnings are not guaranteed.

Architectural, Interior Architecture, and Designed Objects

Sullivan Center, 36 S. Wabash Ave., 1402
312.629.6650 | aiado@saic.edu

Arts Administration and Policy

MacLean Center, 112 S. Michigan Ave, 6th floor
312.345.3788 | saic_ana@saic.edu

Art Education

Sharp Building, 37 S. Wabash Ave., 7th floor
312.759.1584 | arted@saic.edu

Art History, Liberal Arts, New Arts Journalism

Lakeview Building, 112 S Michigan Ave., 601
312.345.3787 | saic_mce01staff@saic.edu

Art Therapy and Counseling

Sharp Building, 37 S. Wabash Ave., 7th floor
312.899.7481 | arttherapy@saic.edu

Art and Technology Studies

MacLean Center, 112 S. Michigan Ave., 512
312.345.3564 | ats@saic.edu

ARTICard Office

Sharp Building, 37 S. Wabash Ave., 254
312.629.9362 | articard@saic.edu

Career and Professional Experience

Lakeview Building, 116 S. Michigan Ave, 14th floor
312.499.4183 | careers@saic.edu

Ceramics

Columbus Drive, 280 S. Columbus Dr., 115
312.443.3732 | ceramics@saic.edu

Marketing and Communications

Lakeview Building, 116 S. Michigan Ave., 6th floor
communications@saic.edu

Collections Department

Sharp Building, 37 S. Wabash Ave., 705
312.899.5124 | dstephens@saic.edu

Computer Resources and Information Technologies (CRIT)

MacLean Center, 112 S. Michigan Ave., 9th floor
312.629.9155 | servicebureau@saic.edu

Service Bureau

Sharp Building, 37 S. Wabash Ave., 1111

Advanced Output Center

Sullivan Center, 36 S. Wabash Ave., 1232A

General Access Computer Lab

MacLean Center, 112 S. Michigan Ave., 9th floor

Continuing Studies-Enrollment Marketing

Sullivan Center, 36 S. Wabash Ave., 1202
312.629.6170 | cs@saic.edu

Deans and Division Chairs

Sharp Building, 37 S. Wabash Ave., 8th floor
312.899.5133 | eyard@d@saic.edu

Office of Institutional Advancement

Lakeview Building, 116 S. Michigan Ave., 5th floor
312.499.4190 | saic_development@saic.edu

Disability and Learning Resource Center

116 S. Michigan Ave., 13th floor
312.499.4278 | dlr@saic.edu

Continuing Studies-Curriculum and Instruction

Sharp Building, 37 S. Wabash Ave., 711

Alison Konicek, 312.759.1696 | akonicek@saic.edu

Katie Short, 312.899.5119 | kshort@saic.edu

ExTV

MacLean Center, 112 S. Michigan Ave., 1401
312.345.3609 | extv@saic.edu

Fashion Design

Sullivan Center, 36 S. Wabash Ave., 1401
312.629.6760 | fashion@saic.edu

Fiber and Material Studies

Sharp Building, 37 S. Wabash Ave., 901
312.899.5134 | skim132@saic.edu

Foundry

Columbus Drive, 280 S. Columbus Dr., B-026
312.443.3552 | dmatheson@saic.edu

CONTINUING STUDIES-ENROLLMENT MARKETING

Sullivan Center, 36 S. Wabash Ave., 1202
312.629.6170 | cs@saic.edu

DEANS AND DIVISION CHAIRS

Sharp Building, 37 S. Wabash Ave., 8th floor
312.899.5133 | eyard@saic.edu

OFFICE OF INSTITUTIONAL ADVANCEMENT

Lakeview Building, 116 S. Michigan Ave., 5th floor
312.499.4190 | saic_development@saic.edu

DISABILITY AND LEARNING RESOURCE CENTER

116 S. Michigan Ave., 13th floor
312.499.4278 | dlr@saic.edu

CONTINUING STUDIES-CURRICULUM AND INSTRUCTION

Sharp Building, 37 S. Wabash Ave., 711

Alison Konicek, 312.759.1696 | akonicek@saic.edu

Katie Short, 312.899.5119 | kshort@saic.edu

EXTV

MacLean Center, 112 S. Michigan Ave., 1401
312.345.3609 | extv@saic.edu

FASHION DESIGN

Sullivan Center, 36 S. Wabash Ave., 1401
312.629.6760 | fashion@saic.edu

FIBER AND MATERIAL STUDIES

Sharp Building, 37 S. Wabash Ave., 901
312.899.5134 | skim132@saic.edu

FOUNDRY

Columbus Drive, 280 S. Columbus Dr., B-026
312.443.3552 | dmatheson@saic.edu

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Sullivan Center, 36 S. Wabash Ave., 1402
312.629.6650 | aiado@saic.edu

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MacLean Center, 112 S. Michigan Ave, 6th floor
312.345.3788 | saic_ana@saic.edu

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312.759.1584 | arted@saic.edu

Art History, Liberal Arts, New Arts Journalism

Lakeview Building, 112 S Michigan Ave., 601
312.345.3787 | saic_mce01staff@saic.edu

Art Therapy and Counseling

Sharp Building, 37 S. Wabash Ave., 7th floor
312.899.7481 | arttherapy@saic.edu

Art and Technology Studies

MacLean Center, 112 S. Michigan Ave., 512
312.345.3564 | ats@saic.edu

ARTICard Office

Sharp Building, 37 S. Wabash Ave., 254
312.629.9362 | artcard@saic.edu

Career and Professional Experience

Lakeview Building, 116 S. Michigan Ave, 14th floor
312.499.4183 | careers@saic.edu

Ceramics

Columbus Drive, 280 S. Columbus Dr., 115
312.443.3732 | ceramics@saic.edu

Marketing and Communications

Lakeview Building, 116 S. Michigan Ave., 6th floor
communications@saic.edu

Collections Department

Sharp Building, 37 S. Wabash Ave., 705
312.899.5124 | dstephens@saic.edu

Computer Resources and Information Technologies (CRIT)

MacLean Center, 112 S. Michigan Ave., 9th floor
312.629.9155 | servicebureau@saic.edu

Service Bureau

Sharp Building, 37 S. Wabash Ave., 1111

Advanced Output Center

Sullivan Center, 36 S. Wabash Ave., 1232A

General Access Computer Lab

MacLean Center, 112 S. Michigan Ave., 9th floor

Continuing Studies-Enrollment Marketing

Sullivan Center, 36 S. Wabash Ave., 1202
312.629.6170 | cs@saic.edu

Deans and Division Chairs

Sharp Building, 37 S. Wabash Ave., 8th floor
312.899.5133 | eyard@saic.edu

Office of Institutional Advancement

Lakeview Building, 116 S. Michigan Ave., 5th floor
312.499.4190 | saic_development@saic.edu

Disability and Learning Resource Center

116 S. Michigan Ave., 13th floor
312.499.4278 | dlr@saic.edu

Continuing Studies-Curriculum and Instruction

Sharp Building, 37 S. Wabash Ave., 711

Alison Konicek, 312.759.1696 | akonicek@saic.edu

Katie Short, 312.899.5119 | kshort@saic.edu

ExTV

MacLean Center, 112 S. Michigan Ave., 1401
312.345.3609 | extv@saic.edu

Fashion Design

Sullivan Center, 36 S. Wabash Ave., 1401
312.629.6760 | fashion@saic.edu

Fiber and Material Studies

Sharp Building, 37 S. Wabash Ave., 901
312.899.5134 | skim132@saic.edu

Foundry

Columbus Drive, 280 S. Columbus Dr., B-026
312.443.3552 | dmatheson@saic.edu
Free Radio SAIC
MacLean Center, 112 S. Michigan Ave., 1401
312.345.3609 | freeradio@saic.edu

Gene Siskel Film Center
164 N. State St. | 312.846.2085 | filmcenter@saic.edu

Health Services
Lakeview Building, 116 S. Michigan Ave., 13th floor
312.499.4288 | healthservices@saic.edu

Historic Preservation
Sullivan Center, 36 S. Wabash Ave., 1402
312.629.6680 | hpres@saic.edu

International Affairs
Sullivan Center, 36 S. Wabash Ave., 12th floor
312.629.6830 | intaff@saic.edu

Joan Flasch Artists’ Book Collection
Sullivan Center, 36 S. Wabash Ave., 1203
312.899.5098 | jfabc@saic.edu

Low-Residency MFA
Sharp Building, 37 S. Wabash Ave., 5th floor
312.899.5098 | jfabc@saic.edu

Multicultural Affairs
Sullivan Center, 36 S. Wabash Ave., 1203
312.629.6869 | multicultural_affairs@saic.edu

Painting and Drawing
Columbus Drive, 280 S. Columbus Dr., 115
312.443.3754 | sculpture@saic.edu

Sound
MacLean Center, 112 S. Michigan Ave., 512
312.345.3579 | sound@saic.edu

Student Affairs
Sullivan Center, 36 S. Wabash, 1203
312.629.6800 | studenthelp@saic.edu

Student Financial Services
Sullivan Center, 36 S. Wabash Ave., 1200
312.629.6600 | studenthelp@saic.edu

Video Data Bank
MacLean Center, 112 S. Michigan Ave., 310
312.345.3550 | info@vdb.org

Visual Communication Design
Sharp Building, 37 S. Wabash Ave., 11th floor
312.899.5190 | anepok@saic.edu

Visual and Critical Studies
MacLean Center, 112 S. Michigan Ave., 601
312.345.3707 | vcs@saic.edu

Writing Center
Lakeview Building, 116 S Michigan Ave., 10th floor
312.499.4138 | writingcenter@saic.edu

Writing Program
Lakeview Building, 116 S Michigan Ave., 10th floor
312.499.4090 | wprogr@saic.edu

Web and eCommunications
Lakeview Building, 116 S Michigan Ave.
312.499.4219 | webmaster@saic.edu

CRIT – Web Services
Lakeview Building, 116 S Michigan Ave.
312.499.4106 | saicwebservices@saic.edu

Roger Brown Study Collection
1926 N. Halsted St.
773.929.2452 | rbcs@saic.edu

Sculpture
Columbus Drive, 280 S. Columbus Dr., 115
312.443.3754 | sculpture@saic.edu

Sound
MacLean Center, 112 S. Michigan Ave., 512
312.345.3579 | sound@saic.edu

Student Affairs
Sullivan Center, 36 S. Wabash, 1203
312.629.6800 | studenthelp@saic.edu

Student Financial Services
Sullivan Center, 36 S. Wabash Ave., 1200
312.629.6600 | saic.sfs@saic.edu

Visual Communication Design
Sharp Building, 37 S. Wabash Ave., 11th floor
312.899.5190 | anepok@saic.edu

Visual and Critical Studies
MacLean Center, 112 S. Michigan Ave., 601
312.345.3707 | vcs@saic.edu

Writing Center
Lakeview Building, 116 S Michigan Ave., 10th floor
312.499.4138 | writingcenter@saic.edu

Writing Program
Lakeview Building, 116 S Michigan Ave., 10th floor
312.499.4090 | wprogr@saic.edu

Web and eCommunications
Lakeview Building, 116 S Michigan Ave.
312.499.4219 | webmaster@saic.edu

CRIT – Web Services
Lakeview Building, 116 S Michigan Ave.
312.499.4106 | saicwebservices@saic.edu

ELIGIBILITY

ON-CAMPUS EMPLOYMENT ELIGIBILITY

Federal Work-Study
Domestic and eligible Permanent Resident students will find their eligibility for Federal Work-Study (FWS) listed on their award letter. Award amounts vary based on financial need and academic level. This eligibility was determined as a result of filing a FAFSA. Students need to be enrolled at least half-time to work on campus. Students do not need FWS eligibility to work on campus.

Access your EARNING ELIGIBILITY REPORT in Self-Service for details on your eligibility.

Instructions on page 1.

Students must have been enrolled for at least 6 hours during the preceding fall or spring term and for the following term, unless it is your final term prior to graduation. Students who meet the requirements to work during the summer and winter terms are eligible to work up to 40 hours per week (all jobs combined) if you are not in classes. It is not advisable for a student enrolled in classes to work 40 hours. The average number of hours recommended for student employment is 15-20 hours per week during periods of enrollment.

EMPLOYMENT ASSISTANCE

Career and Professional Experience advisors can assist with research, applications, résumés, cover letters, portfolios, and interview preparation for jobs outside SAIC. They also facilitate networking opportunities with SAIC alumni and creative professionals, and host workshops to help you develop employment skills.

To meet with a CAPX advisor, make an appointment via the Appointments tab on Handshake.

In addition to posting opportunities on Facebook, Instagram and Twitter, CAPX also sends a bi-monthly email newsletter to the SAIC community that includes the latest news, internships, awards and other arts-related opportunities as well as links to our online resources.

Follow CAPX on social media
facebook.com/saic.careers
instagram: @saiccareers
twitter.com: @saiccareers

saic.edu/international/employment

» International students in F-1 status are not awarded Federal Work-Study (FWS) eligibility but can work in on-campus jobs that require FWS eligibility. Students may not work off campus without authorization from International Affairs. Working off-campus without authorization is a serious violation of immigration status.

» Employment is limited to 20 hours per week for international students during fall and spring terms and 40 hours during winter and summer terms.

SAIC requires evidence of applying for a Social Security Number (receipt letter) by the end of the third business day after the first day of work. Students and managers can visit the website for detailed information.

If evidence of having applied for a Social Security Number is not provided within the three-day requirement, the student may be terminated from their on-campus position.

Note: Students in F-1 status are eligible to apply for a Social Security Number through the Social Security Administration only if they have an on-campus job and only after ten days of presence in the U.S.

ADDITIONAL DOCUMENTS REQUIRED FOR SOCIAL SECURITY NUMBER APPLICATION INCLUDE:

» Social Security letter (provided by International Affairs)

» Most recent I-20 form

» Valid passport with F-1 visa

» I-94 card or printed I-94 record of admission

Note: F-1 International students can work off campus only if earning course credit through one of the internship options and with a Curricular Practical Training (CPT) authorization.

Note: Employment regulations for international students can change. Visit International Affairs with any questions to avoid violations of your immigration status.
TEACHING ASSISTANTSHIPS

GRADUATE STUDENTS ONLY:

Working as a Teaching Assistant is an ideal way to get experience and additional mentorship from faculty members. These positions range from assisting a professor in a classroom to providing technical help in a fabrication studio to teaching a class on your own.

Positions are available in most SAIC studio and academic departments as well as fabrication studios and output centers. Three to six hours of class time are required per week per class, along with additional preparation time outside of class.

Earning eligibility is not required but a graduate student must be enrolled at least half-time to hold one of these positions. Post-bacc students are not eligible, regardless of past experience or expertise.

Each department posts its available positions on Handshake, one semester in advance — every November for spring and winter terms and every April for summer and fall terms. Watch for email reminders along with reminders posted in the CAPX bi-monthly email newsletter.

First-year grad students are encouraged to check in with their home departments as well as with Contemporary Practices, the Sharp Instructional Shop, the Sullivan Fabrication Studio and the Advanced Output Center, in case there are unfilled positions.

Career and Professional Experience (CAPX) offers multiple options for participating in internships for course credit: Professional Practice 3900: Internship as Professional Experience and the standard CAPX Internship 4001. Both options fulfill the off-campus credit requirement, and credits used toward for-credit internships will be billed to tuition costs in the same manner as normal credit hours. Visit CAPX or explore their website for more information about internships.

You must secure an internship and register it with CAPX to participate in these courses. A wide variety of internship opportunities, both paid and unpaid, are available on Handshake. Students are not, however, restricted to internships listed on this platform. Additionally, Federal Work Study (FWS) can be used for positions with not-for-profit organizations.

Career and Professional Experience (CAPX) offers multiple options for participating in internships for course credit: Professional Practice 3900: Internship as Professional Experience and the standard CAPX Internship 4001. Both options fulfill the off-campus credit requirement, and credits used toward for-credit internships will be billed to tuition costs in the same manner as normal credit hours. Visit CAPX or explore their website for more information about internships.

Note: F-1 International students can work off campus only if earning course credit through one of the Internship options, and must have Curricular Practical Training (CPT) authorization on their I-20. See page 5 for additional information.

### Professional Practice 3900: Internship as Professional Experience

- **Year:** Open to Juniors and Seniors
- **Term:** Available Fall and Spring semesters and Summer session
- **Hours Worked:** Work 150 to 180 internship hours
- **Credits:** Satisfies 3 credits toward Professional Practice, Off-Campus and Studio requirements
- **Note:** Attend a weekly 2-hour evening class

### CAPX Internship 4001

- **Year:** Open to Sophomores, Juniors, Seniors and Graduate students
- **Term:** Available Fall and Spring semesters and Summer and Winter sessions
- **Hours Worked:** Work 210 hours (or 70 hours per credit hour)
- **Credits:** Satisfies Off-Campus and Studio credit requirements
- **Note:** Choose from 1.5 credits to a maximum of 6 to 9 credits depending on degree

### Career and Professional Experience (CAPX)

Career and Professional Experience (CAPX) offers multiple options for participating in internships for course credit: Professional Practice 3900: Internship as Professional Experience and the standard CAPX Internship 4001. Both options fulfill the off-campus credit requirement, and credits used toward for-credit internships will be billed to tuition costs in the same manner as normal credit hours. Visit CAPX or explore their website for more information about internships.

Note: F-1 International students can work off campus only if earning course credit through one of the Internship options, and must have Curricular Practical Training (CPT) authorization on their I-20. See page 5 for additional information.

### Professional Practice 3900: Internship as Professional Experience

- **Year:** Open to Juniors and Seniors
- **Term:** Available Fall and Spring semesters and Summer session
- **Hours Worked:** Work 150 to 180 internship hours
- **Credits:** Satisfies 3 credits toward Professional Practice, Off-Campus and Studio requirements
- **Note:** Attend a weekly 2-hour evening class

### CAPX Internship 4001

- **Year:** Open to Sophomores, Juniors, Seniors and Graduate students
- **Term:** Available Fall and Spring semesters and Summer and Winter sessions
- **Hours Worked:** Work 210 hours (or 70 hours per credit hour)
- **Credits:** Satisfies Off-Campus and Studio credit requirements
- **Note:** Choose from 1.5 credits to a maximum of 6 to 9 credits depending on degree

### Career and Professional Experience (CAPX)

Career and Professional Experience (CAPX) offers multiple options for participating in internships for course credit: Professional Practice 3900: Internship as Professional Experience and the standard CAPX Internship 4001. Both options fulfill the off-campus credit requirement, and credits used toward for-credit internships will be billed to tuition costs in the same manner as normal credit hours. Visit CAPX or explore their website for more information about internships.

Note: F-1 International students can work off campus only if earning course credit through one of the Internship options, and must have Curricular Practical Training (CPT) authorization on their I-20. See page 5 for additional information.
SAIC/AIC Regular Employees Note:
SAIC students, who hold regular full-time, part-time, special projects, temporary staff, or faculty positions at SAIC or AIC, are not eligible for student employee positions. If a student applies for and receives a financial aid package that includes student employment earning eligibility they will not qualify for this award if they are employed in a regular full-time, part-time, special projects, temporary staff, or faculty position at SAIC or AIC while enrolled at SAIC. A student eligible for student employment, who applies for and is offered a regular full-time, part-time, special projects, temporary staff or faculty position, will not be able to work in a student employment position at SAIC. They will have to discontinue their student employment if working as a student employee at the time they begin employment at SAIC or AIC as a regular full-time, part-time, special projects, or temporary staff or faculty member.

The only exception to this policy will be made for students who are staff or faculty members and who have a TA position. For these students who hold regular full-time, part-time, special projects, temporary staff or faculty positions at SAIC or AIC, their TA position will be paid as a temporary staff job through the staff employee payroll rather than the student employee payroll. In order to have a person as a TA, a Position Requisition and Personnel Action form will need to be submitted to the hiring department’s Administrative Director.

Federal I-9 Employment Eligibility Required Original Documents

To complete Form I-9: present one document from List A OR one document from List B AND List C. All documents must be originals and must be unexpired. Faxes or copies of originals cannot be accepted.

**LIST A**
- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- Employment Authorization Document that contains a photograph (Form I-766)
- For nonimmigrant alien authorized to work for a specific employer because of his or her status:
  - a. Foreign passport and
  - b. Form I-94 or Form I-94A that has the following:
    - 1) The name same as the passport
    - 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
- 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

For persons under age 18 who are unable to present a document listed above:
- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

**LIST B**
- 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
- 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
- School ID card with a photograph
- Voter’s registration card
- U.S. Military card or draft record
- Military dependent’s ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver’s license issued by a Canadian government authority

**LIST C**
- A U.S. Social Security Account Number card, unless the card includes one of the following restrictions:
  - 1) NOT VALID FOR EMPLOYMENT
  - 2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - 3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION

- Certification of Report of Birth issued by the Department of State (Form DS-1350, FS-545, FS-240)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
- Employment authorization document issued by the Department of Homeland Security

**Documents that Establish Both Identity and Employment Eligibility**
- Driver’s license or ID card issued by a state or outlying possession of the United States
- School ID card with a photograph

**Documents that Establish Identity**
- Driver’s license or ID card issued by a state or outlying possession of the United States
- School ID card with a photograph

**Documents that Establish Employment Eligibility**
- A U.S. Social Security Account Number card, unless the card includes one of the following restrictions:
  - 1) NOT VALID FOR EMPLOYMENT
  - 2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - 3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION

**Before You Start Working You Must Complete the Following:**

1. I-9 Packet — If you are a first-time SAIC employee, submit an I-9 packet within three days of employment. The I-9 packet includes:
   - Federal I-9 Employment Eligibility Verification form
   - Drug-Free Certification Statement
   - Students should also complete the Federal and State W-4 forms (online in Self-Service Employee Center).

   Complete these immediately to meet federal regulations. Federal law requires that employees complete the employee section of the I-9 employment eligibility verification form no later than the end of the first day of employment. Employees must present documents evidencing their identity and work authorization from the lists of acceptable documents accompanying the I-9 as listed on page 9 of this guide. If an employee fails to comply with these legal requirements, they will not be able to work for the School of the Art Institute of Chicago.

   Student Employment Work Authorizations — Once you have secured a job, your supervisor will complete a Student Employment Work Authorization for you online. You will receive an e-mail requesting that you approve the authorization and terms for employment in Self-Service. You are ready to begin working once you have approved the authorization in Self-Service. It is suggested that you and your supervisor complete the authorization process at least one day prior to beginning employment to ensure that you are able to record time worked in ARTITime, the system SAIC students use to record their hours worked.

**Getting Paid & Employment Forms for On-Campus Positions**

The ARTITime Dashboard is at artictime.artic.edu

Once a work authorization has been submitted and approved, students can begin to record their time in ARTITime. At the end of the pay period, students will need to submit their time online in ARTITime.

- Student Financial Services offers training on the ARTITime system for students and supervisors. Check with the Student Financial Services Office for the training schedule.
- Most students will record their time in ARTITime using the WebClock. A limited number of students will record their time using Elapsed Time.
- Students using the WebClock will need to check with their supervisors to find out which computer they should be using to record their time.
- Payroll Schedules — Annual payroll schedules are available in the Student Payroll section at saic.edu/studentpayroll on the SAIC website.
- Timesheets — students must submit their time in ARTITime every other Monday by 10:00 a.m.
- Direct Deposit/Paychecks — You should enroll in Direct Deposit by logging into Self-Service, clicking on the Employee Center and completing the correct information on the “Direct Deposit Setup” link. Students choosing not to use Direct Deposit will have to pick up their paychecks at the Cashier/Bursar’s Office. According to the Student Payroll Schedule, Paychecks not picked up are escalated to the Student Financial Services office who will in turn, contact the student to arrange for pick up and Direct Deposit.
Katarina Jacobs
Debit 100. Wealth, painting, digital paint, photography, 2020

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WORK / The front cover pattern of this booklet has a hidden word created from geometric elements found within the SAIC square.