



SAIC Student Employment Training

Student Payroll
Located within the Student Financial Services Office
Sullivan Center, Suite 1200
studentpayroll@saic.edu



School of the Art Institute
of Chicago

Student
Financial
Services

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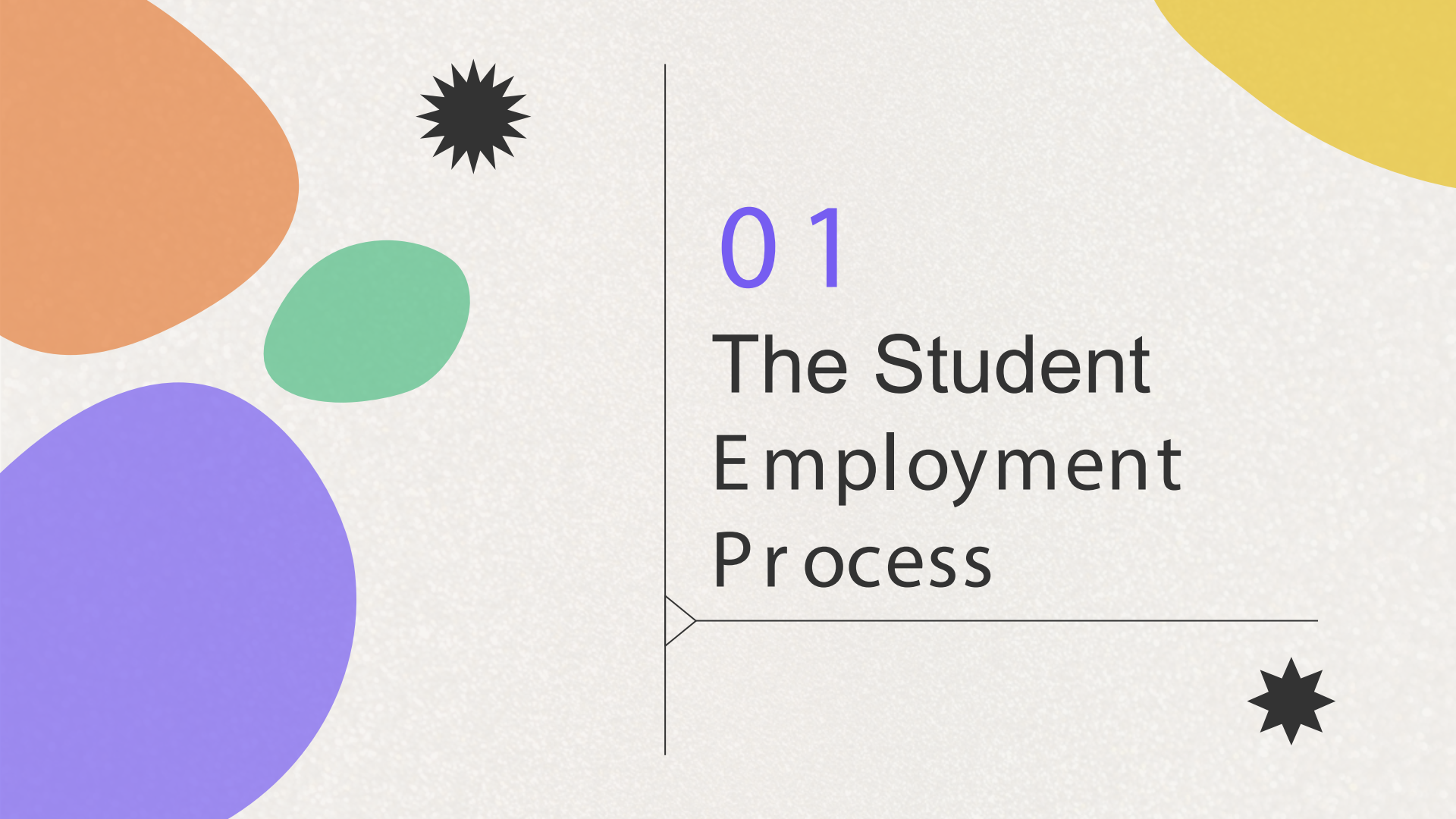
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01

The Student Employment Process

This section cover s:



Handshake

Employment requirements

Work Authorization

Student Employment FAQ

Where do I find a job?

Handshake! You can find, apply, and land an interview!

Where do I approve my work authorization?

A work authorization is submitted by your supervisor once you get the job.

You will receive an email requesting you to approve a work authorization within Self-Service.



**You can't approve a work
authorization without a valid
I-9 on file!**

[External Links](#)[Student Work Authorization](#)[Student Locker](#)[Student Payroll Address](#)**Jang,Minseok****Summer 2024**Position Title **Ecp Ta**Department **Provost**Supervisor **May,Madison Nicole**Alt. Supervisor **Newman,Carly**Description of Duties **A Teaching Assistant (TA-B) is responsible for the following:**

Helps instructor(s) assigned to course and supports classroom activities
Takes attendance for each class, and follows CS attendance reporting policies and procedures
As needed: facilitates Zoom classroom and breakout rooms, manages class files and uploads
At the instructor's discretion, specific duties may include providing classroom demonstrations and/or working with students one-on-one
Submits all requested materials to the appropriate administrative offices as directed; logs hours worked and submits time sheets in SAIC's submission system (ARTICtime).
Prepares documentation and manages digital files of finished and in-progress student work, including but not limited to high quality images of student work, documentation of class activities, etc.
Replies to emails in a timely fashion
Represents SAIC in a professional manner at all times
Attends Continuing Studies Instructor/TA meetings and mandatory orientation

Physical Requirements

Regular spoken communication with youth and staff.

Visual observation of students during class periods and other rare large gatherings.

Moving of furniture and equipment throughout the day (up to a 4 mile distance per journey).

Using email with students, faculty and staff.

Maintaining inventory of supplies. May include infrequent moving of furniture and heavy supplies or equipment.

Job Start Date

Job End Date **08/09/2024**

Average Hours/Week	Total Weeks Authorized	Total Hours Authorized	Hourly Rate	Total Earnings
--------------------	------------------------	------------------------	-------------	----------------

20	X	2	=	40	X	\$17.2	=	\$688
----	---	---	---	----	---	--------	---	-------

Student Agreement and Certification

I understand that my approval of this work authorization is agreement to the terms as listed above and that it covers all requirements, responsibilities, and restrictions as listed in the Student Employment Guide. I verify that I am responsible for reviewing and adhering to the information listed in the Student Employment Guide at [Student Payroll](#) . I understand that I may not perform any work for this job before the beginning date and/or after the ending date of this authorization and that I may not exceed my earning eligibility, and may no longer work in a Student Employee job once I have completed my degree requirements at SAIC.

You will not be able to move forward with submission unless you have completed the I-9 process.

I agree to the above Student Agreement and Certification

☒ Yes[Return](#)[Submit](#)

A PDF of this authorization will be available upon submittal

[External Links](#)**Student Work Authorization**[Student Locker](#)[Student Payroll Address](#)**Jang,Minseok****Summer 2024**

Position Title **Ecpsl Ta**
Department **Provost**
Supervisor **May,Madison Nicole**
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Replies to emails in a timely fashion
Represents SAIC in a professional manner at all times
Attends Continuing Studies Instructor/TA meetings and mandatory orientation

Physical Requirements

Regular spoken communication with youth and staff.
Visual oversight of large groups of youth during lunch periods and other rare large gatherings.
Moving from building to building to oversee programs throughout the day (up to a 2 mile distance per journey).
Using a computer or tablet in order to communicate via email with students, faculty and staff.
Maintaining classrooms and supply closets, which may include infrequent moving of furniture and heavy supplies or equipment.

Job Start Date **07/01/2024**

Job End Date **07/12/2024**

Average Hours/Week	Total Weeks Authorized	Total Hours Authorized	Hourly Rate	Total Earnings
40	X 2	= 80	X \$17.2	= \$1376

Student Agreement and Certification

I understand that my approval of this work authorization is agreement to the terms as listed above and that it covers all requirements, responsibilities, and restrictions as listed in the Student Employment Guide. I verify that I am responsible for reviewing and adhering to the information listed in the Student Employment Guide at [Student Payroll](#) . I understand that I may not perform any work for this job before the beginning date and/or after the ending date of this authorization and that I may not exceed my earning eligibility, and may no longer work in a Student Employee job once I have completed my degree requirements at SAIC.

You will not be able to move forward with submission unless you have completed the I-9 process.

I agree to the above Student Agreement and Certification

☐ No

[Return](#)[Submit](#)

A PDF of this authorization will be available upon submittal

Student Hours and Information

- To be eligible to work, you must be enrolled in at least six credits during the semester.
- You are eligible to work in the Summer and Winter as long as you are taking credits the following Fall, and were enrolled in the previous Spring.
- Under no circumstances can you be scheduled to work during your class schedule per federal regulation.

Student Hours and Information

- All students may not exceed 20 hours per week during the Fall and Spring semesters.
- All students who are eligible to work during Winter and Summer may work up to 40 hours a week, all jobs combined, and no more.
- Illinois Labor Law requires a lunch hour be taken and recorded if student is working at least 7½ hours.



For special job types:

Graduate Students with Teaching Assistant positions are paid via a stipend.

You are not required to record hours, but must follow student employment guidelines, including I-9 filing and approving your work authorization.

The background features several large, overlapping organic shapes in purple, orange, yellow, and green. Two black starburst icons are also present. A thin black line runs horizontally across the lower right, ending in a right-pointing triangle.

02

The I-9 Process



This section covers:

Required Documents

Verification Process



The I-9 Process FAQ

What is an I-9?

A federal employee eligibility verification form.

When do I have to submit an I-9?

Before your first day of employment and/or approving your work authorization.

I didn't bring _but I have a (copy, picture, etc)

You cannot verify your identity and employment authorization with photos, copies, etc. **You MUST** have the **ORIGINAL** document.





Required documents:

I-9

International students should also provide a Social Security card and receipt of application.

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
1. U.S. Passport or U.S. Passport Card		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		1. A 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
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		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. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole 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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central . The Form I-766, Employment Authorization Document, is a List A, Item Number 4 , document, not a List C document.
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		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		
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				

SOCIAL SECURITY NUMBER APPLICATION PROCESS FOR F-1 INTERNATIONAL STUDENTS ON CAMPUS EMPLOYMENT SPRING 2022

ABOUT SOCIAL SECURITY NUMBERS

Social Security numbers (SSNs) are issued to U.S. Citizens, permanent residents, and temporary (working) residents. Its primary purpose is to track income for tax purposes. The Social Security Administration (SSA) issues SSNs only to F students who have an employment offer. If you have an on-campus job, you must apply for a SSN. The process is free and described in the steps below.

NOTE: If you have just arrived to the U.S. you should wait at least 10 days before submitting a SSN application. Applying early may result in the SSA rejecting your application.

STEP 1: COMPLETE THE SOCIAL SECURITY LETTER FOR F-1 INTERNATIONAL STUDENTS

- Letters must be completed by you, your supervisor, and International Affairs.
- Complete your portion of the letter and email a scanned copy to your supervisor to sign electronically noting the signature must look like a signature and not be a typed version of their name, and then email the form to intaff@saic.edu.
- Do not cross out or strike through any written information. Request a new SSN letter if mistakes are made. Letters with crossed out items will be returned.
- Provide International Affairs with your current mailing address by emailing intaff@saic.edu and updating PeopleSoft, please be sure to include your name and SAIC ID number in the body of the email. International Affairs will either make the letter available for pick-up in the International Affairs office or will mail you the original letter with signature. You must submit the letter with an original signature from International Affairs.
- Contact your local Social Security Office for instructions as not all offices are open to the public due to the COVID-19 pandemic. You can find your local office here: <https://secure.ssa.gov/ICON/main.jsp?officeResults>

STEP 2: GATHER DOCUMENTS

- Completed Social Security Letter for F-1 International Students
- I-20, Passport & F-1 Visa
- I-94 printout (available at i94.cbp.dhs.gov/i94)

STEP 3: APPLY FOR YOUR CARD AT SOCIAL SECURITY ADMINISTRATION (SSA)

- The SSA office nearest SAIC is:
 - 605 West Washington (1-866-563-3899). Call them first to confirm application instructions
 - Visit socialsecurity.gov/ssnnumber for other locations
- Complete the Social Security application form (ssa.gov/online/ss-5.pdf)
- We strongly recommend you use International Affairs' mailing address, not your personal address.
 - 36 S. Wabash Ave., Suite 1203, Chicago, IL 60603
- Collect your Social Security application receipt.
- Collect your immigration documents (passport, I-94 card, I-20).

STEP 4: SUBMIT YOUR SOCIAL SECURITY APPLICATION RECEIPT TO STUDENT FINANCIAL SERVICES

- Students applying for a social security number must do so within two weeks of employment and provide Stur Payroll with a letter or receipt from the Social Security Administration confirming they have begun the process.

STEP 5: WAIT FOR YOUR SOCIAL SECURITY CARD

- Cards take 2-8 weeks to process and mail.
- You may begin working while you wait for your card.

STEP 6: COLLECT YOUR SOCIAL SECURITY CARD

- The card will be mailed to the address you provided on your Social Security application.
- If you used International Affairs' mailing address, you will receive an email from intaff@saic.edu when your social security card has arrived.

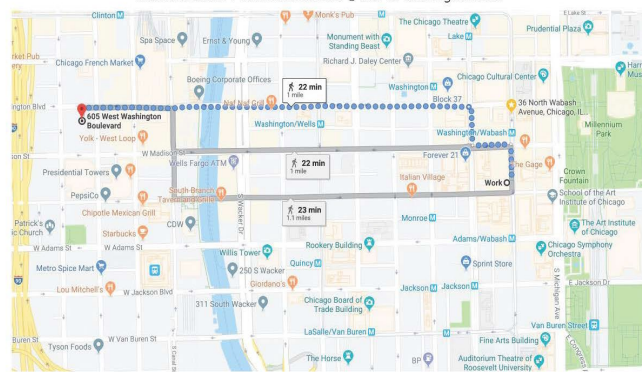
STEP 7: SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD TO STUDENT FINANCIAL SERVICES

- Student Financial Services must take a photocopy of your new Social Security card to complete your employment paperwork at SAIC.

STEP 8: SECURE YOUR SOCIAL SECURITY CARD IN A SAFE PLACE

- Your Social Security card is a sensitive identification document.
- Keep your card in a safe place; do not carry it in your purse or wallet.
- Lost or stolen social security cards can be used to commit a crime called identity theft.
- If you lose your social security card you can only replace it if you have a paying job at the time of re-application.

SOCIAL SECURITY ADMINISTRATION @ 605 W. Washington Blvd.



Visit the
International
Affairs website
for more
information.

More FAQ

Can I complete the I-9 remotely?

No. Visit the Student Financial Services during our office hours, where we will see all documentation in person and fill out the I-9 with the student.

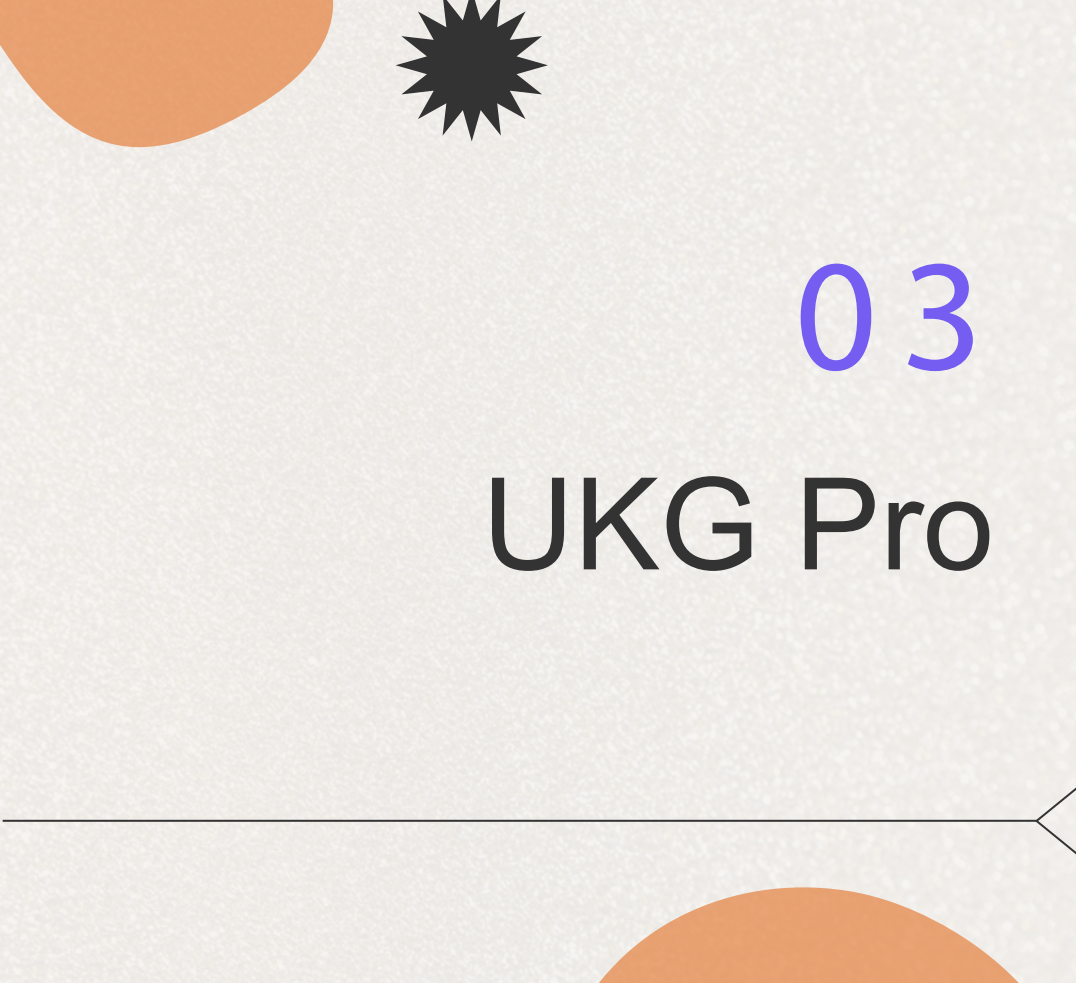
How many times do I have to complete this process?

Once! However, you must update expired documents accordingly.



03

UKG Pro





This section covers:

Introduction to UKG

Using the UKG mobile app

Clocking in and out

Introduction to UKG

UKG Workforce Management is the timekeeping system for student employees

In UKG, student employees are responsible for:

- **clocking in and out of the UKG web clock (including lunch breaks)**
- **approving your timesheet at the end of each pay period**
- **communicating any needed corrections with your supervisor(s)**
- **setting up your direct deposit**
- **making any changes to your tax setup**
- **submitting requests for Sick Leave, if you have an available balance you'd like to use**



Bonus: using the UKG mobile app

- UKG has an optional mobile app that can be used to clock in and out, manage time off, and view pay information, among other things.
- In the App Store/Google Play Store/etc., search for “UKG Pro.” It is identifiable by its UKG smiley app icon.
- When prompted for your access code or URL, enter **artic**



UKG Home Page

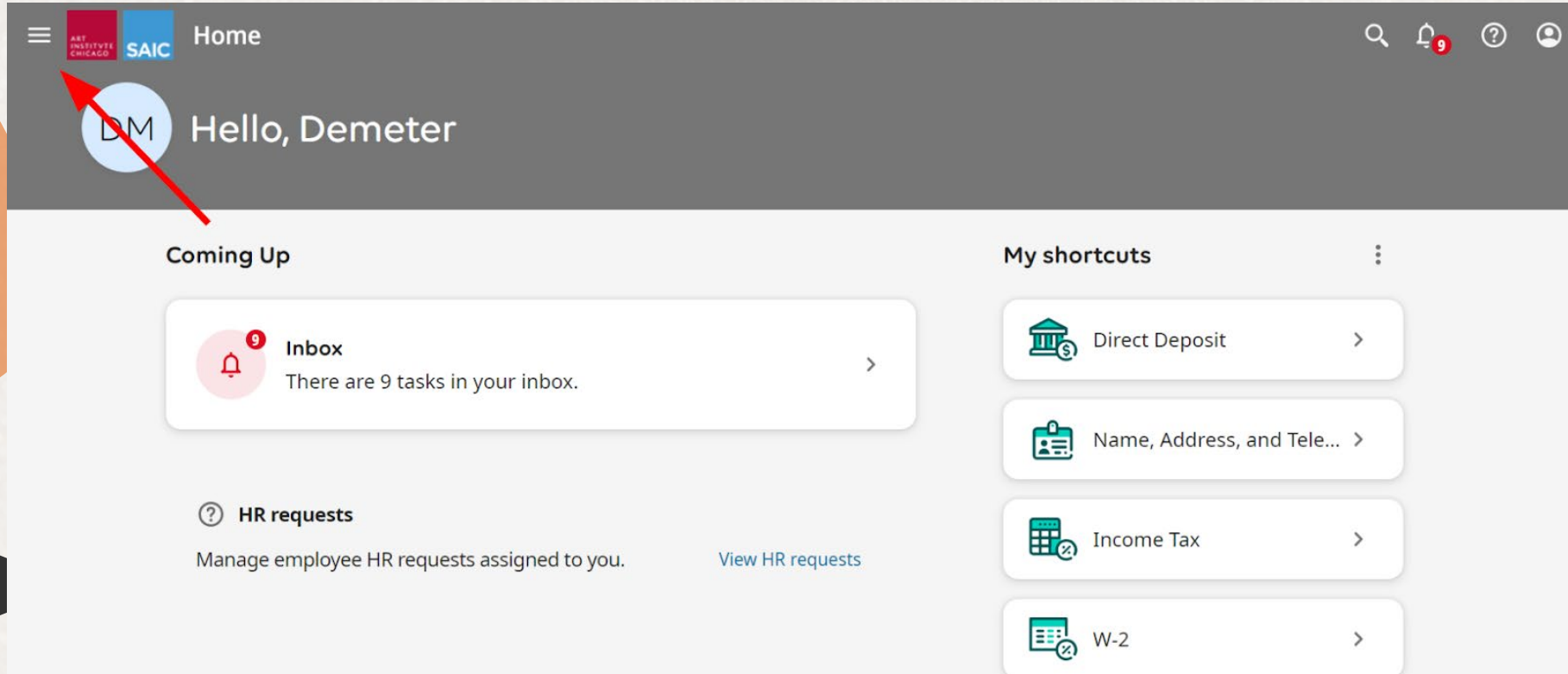
The screenshot shows the UKG Home Page interface. At the top, there is a navigation bar with the UKG logo, the user's name "Hello, Demeter", and a search bar. Below the navigation bar, the main content area is divided into three sections: "Coming Up", "Inbox", and "My shortcuts".

1 - Access my employee information: A red arrow points to the "Personal" section in the left sidebar, which includes links for "Employee Summary", "Name, Address, and Telephone", "Status/Key Dates", "Emergency Contacts", "Private Info", and "Other Personal Info".

2 - Dashboard tiles: A red arrow points to the "Inbox" tile in the "Coming Up" section, which displays a notification icon with the number 9 and the text "There are 9 tasks in your inbox.".

The "My shortcuts" section on the right contains links to "Direct Deposit", "Name, Address, and Tele...", "Income Tax", and "W-2".

UKG Home Page



A screenshot of the UKG Home Page interface. The top navigation bar is dark gray and contains the UKG logo (a red square with 'UKG' in white), the 'ART INSTITUTE CHICAGO' logo (a blue square with 'SAIC' in white), and the word 'Home'. On the right side of the navigation bar are icons for search, notifications (a bell with a red '9'), help (a question mark), and a user profile (a person icon). Below the navigation bar, the main content area is light gray. On the left, there is a circular profile picture with the initials 'DM' and the text 'Hello, Demeter'. A red arrow points from the 'DM' profile picture to the 'Coming Up' section. The 'Coming Up' section contains two items: 'Inbox' with a red bell icon and a red '9', indicating 9 tasks, and 'HR requests' with a question mark icon. The 'Inbox' item includes the text 'There are 9 tasks in your inbox.' and a right-pointing chevron. The 'HR requests' item includes the text 'Manage employee HR requests assigned to you.' and a blue link 'View HR requests'. On the right, the 'My shortcuts' section is titled and contains four items: 'Direct Deposit' with a bank icon, 'Name, Address, and Tele...' with a person icon, 'Income Tax' with a calendar icon, and 'W-2' with a document icon. Each shortcut item has a right-pointing chevron.

Home

DM Hello, Demeter

Coming Up

Inbox
There are 9 tasks in your inbox.

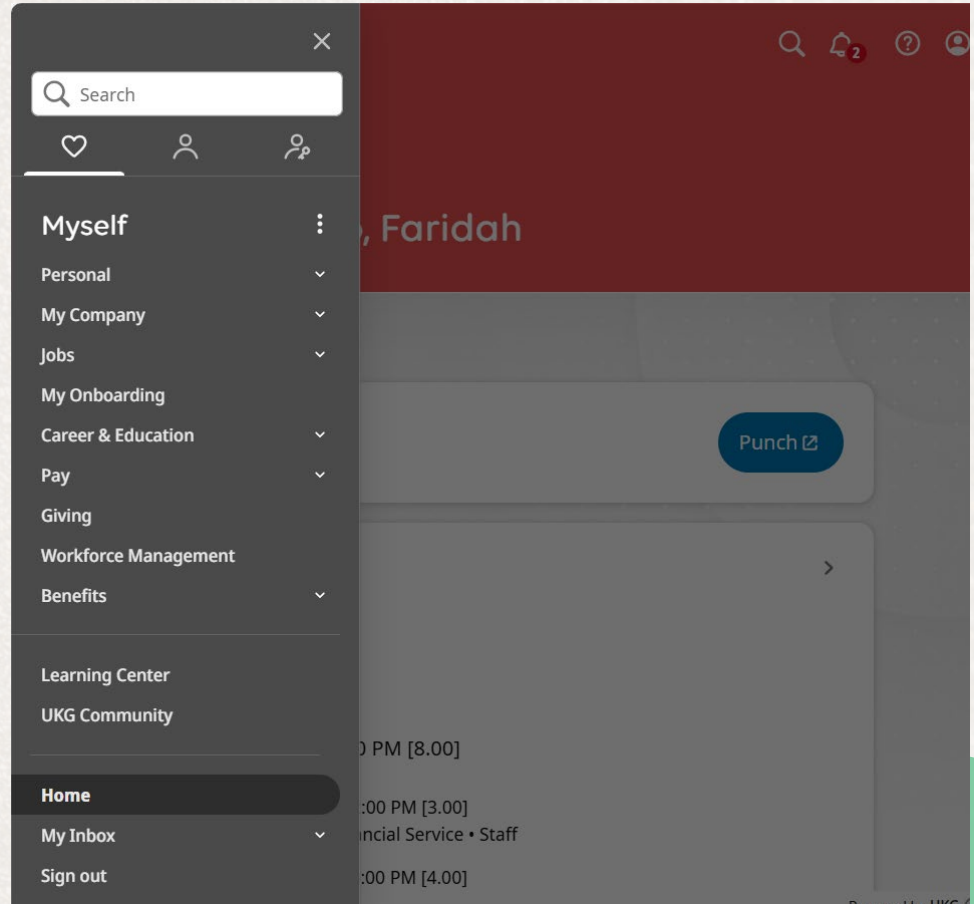
HR requests
Manage employee HR requests assigned to you. [View HR requests](#)

My shortcuts

- Direct Deposit
- Name, Address, and Tele...
- Income Tax
- W-2

Ready to work?

To access UKG Workforce Management, log in to **ukg.artic.edu**, enter your SSO login credentials, and then select **Menu > Myself > Workforce Management**





Navigating to Workforce Management (WFM)

- Workforce Management (WFM) is the UKG module used to manage time entry, time cards, and time off for all employees.
- Navigation: Menu > Myself > Workforce Management
- Workforce Management will open as a separate tab.



NOTE:

Each real assignment will appear in UKG as a secondary job.

All student employees have a default primary, generic job in UKG titled "Assignment". **This job acts as a placeholder.**

Time should never be entered on the primary "Assignment" job. Time entered on this job is not paid.

Clocking in and out

Use the **Punch tile in UKG Workforce Management** to clock in and out in real time.

Make sure to **select the specific job/assignment** you are clocking in or out of.

Must START and STOP break for lunch breaks for longer shifts of 7 ½ hours.

Your punch will display a successful submission and be placed on your timecard. You do not need to do anything else. You can review this punch on your timecard.

Clocking in and out

- You don't necessarily need the UKG app. You can access your punch card **through the website, ukg.artic.edu**, and navigate to WFM.
- Allow location services when clocking in, either once or always
- No need to be in a designated location, on VPN or school Wi-Fi system
- **Mclock in and out to record hours on time card.**





Welcome back, 

Punch

Last Punch: 3/31/2025 02:49 PM 

* Assignment

Student Work Auth - ST...  

.../Student Worker

Clock In

Clock Out

Start Break

End Break

My Timecard

Exceptions

0



No data to display.

My Time Off (Sick)

Balance as of Today 

Sick

15.00

Hour

Future Scheduled (-)	0.00
Remaining Balance (=)	15.00

[Time-Off Request](#) 

Note: Location-sharing needs to be enabled when you clock in or out on whichever device you are using, otherwise it will not be successful.

Punch

Last Punch: 3/08/2025 12:00 PM



1

* Assignment
Assignment



.../Student Worker

2

Clock In

Clock Out

Start Break

End Break

Punch

Last Punch: 3/08/2025 12:00 PM



* Assignment
10 Staff Writer



Default Assignment

Assignment

09 Dept T.A.

10 Staff Writer



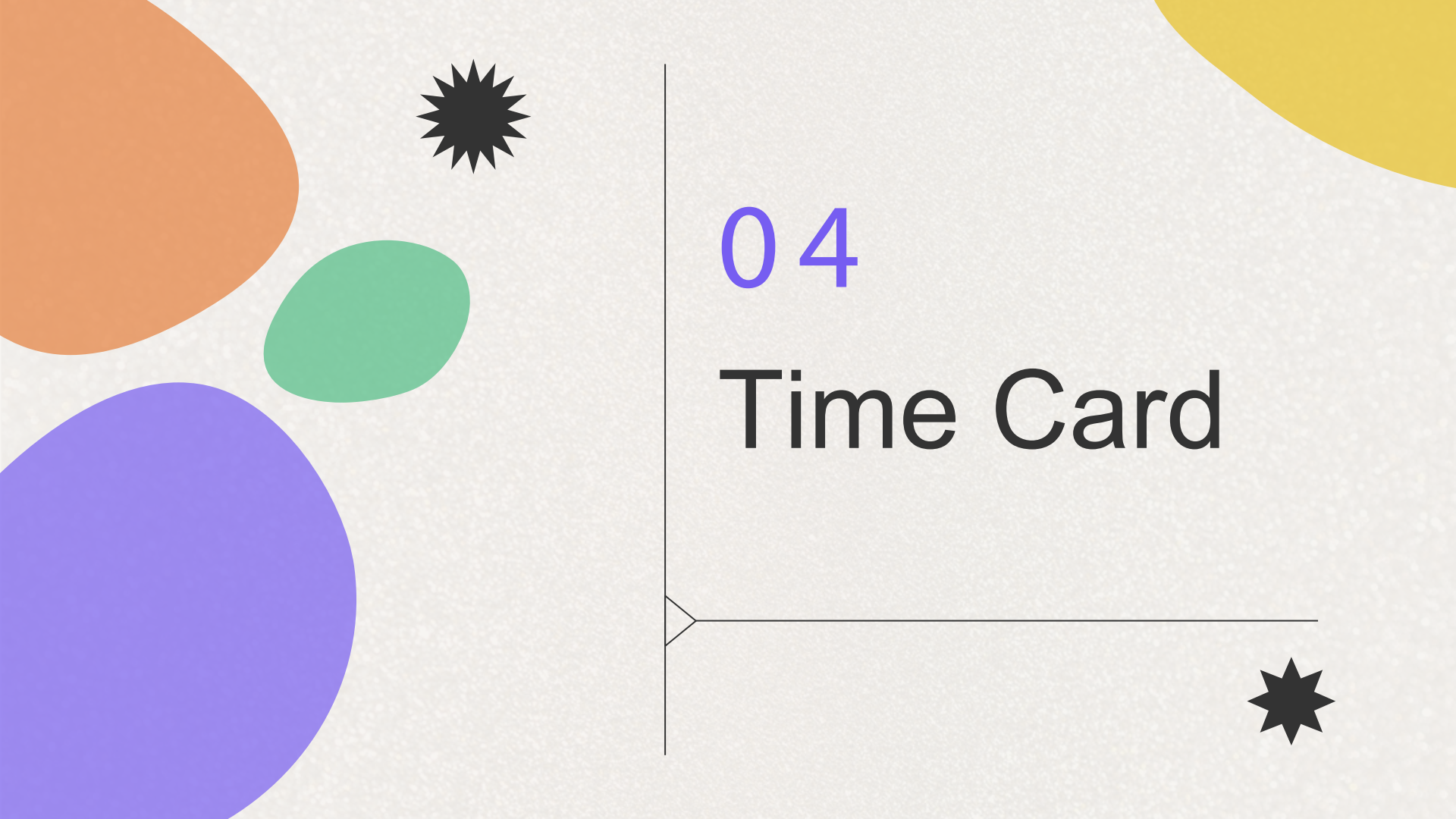
Clocking in and out

Be mindful that you only have **one timecard with all jobs-** make sure to be aware the job assignment you are punching time for is correct.

Job titles will be the same as on work authorization.

You will NOT be able to edit mistakes made on your time card.

Your first point of contact is your job supervisor, who can make corrections to your timesheet directly.



04

Time Card

The background features a light gray textured surface. On the right side, there are large, overlapping organic shapes in green, orange, and purple. On the left side, there are yellow and green organic shapes. Two black starburst icons are positioned in the upper right and lower center areas. A thin black line runs vertically on the left, with a horizontal line branching off to the right, ending in a small triangle pointing left.

This section covers:

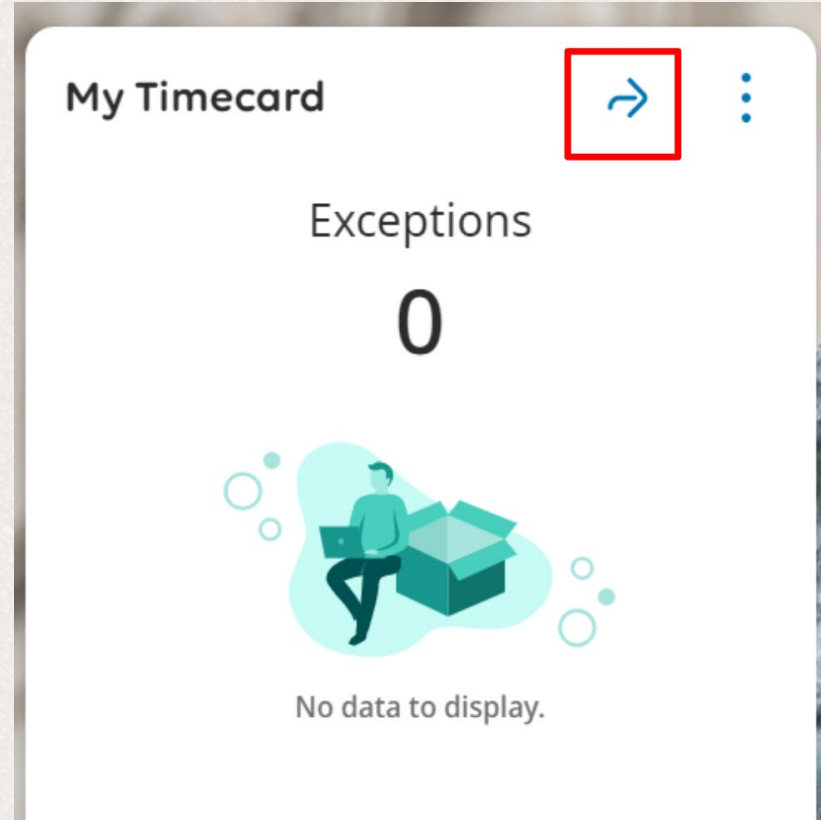
Reviewing your time card

Approving your time card

Requesting Historical Edits

Reviewing your timecard

In UKG Workforce Management, click the arrow on the My Timecard tile to open your current timecard



Approving your timecard

At the end of each pay period, after reviewing your timecard for accuracy, you should approve your timecard by selecting the "Approve" icon on the top of the **My Timecard** menu.

Make sure you have the correct pay period time frame selected before approving.

My Timecard

List ViewApproveRemove Approval

		Date	In	Out	Transfer	In	Out	Transfer
+	⊖	Mon 6/05						
+	⊖	Tue 6/06						
+	⊖	Wed 6/07						
+	⊖	Thu 6/08	8:00 AM	5:00 PM				



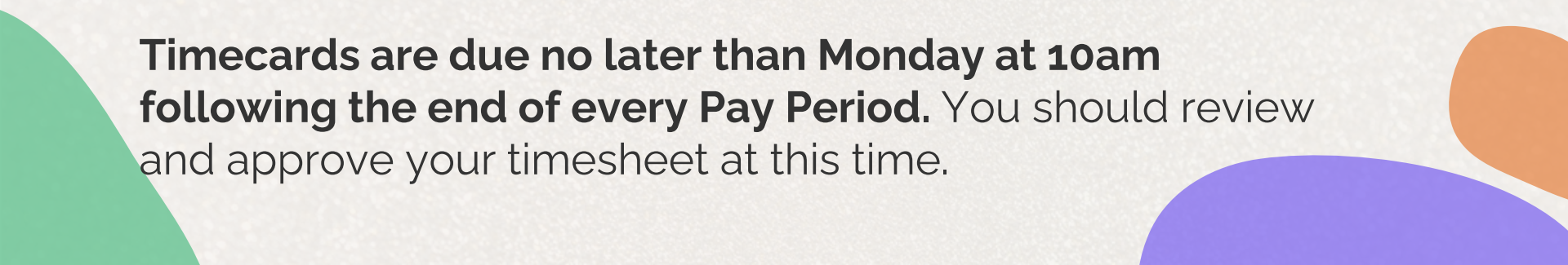
Approving time cards

Verifying and approving time cards on a regular basis is the best way students can prevent errors and make sure they are paid properly and on time for all hours worked.



Approving is your digital signature. It means you verify that the hours are accurate.

Timecards are due no later than Monday at 10am following the end of every Pay Period. You should review and approve your timesheet at this time.





Requesting Historical Edits

- It's important to clock in and out for your assignments in real time. Anything missed can cause major delays in your payment.
- However, if you missed a punch or need an edit made to your timecard, **please contact the supervisor of the impacted assignment.**
- **Student payroll cannot make these edits, only your supervisor!**





Continued.

- Your supervisor can make changes to your timecard for the current pay period.
- If you need a change made to a previous pay period, work with your supervisor to document the amendments needed using the template in the next slide, and **send a signed copy of the PDF with the changes needed to payroll@artic.edu**



Amended Timesheet PDF



School of the Art Institute
of Chicago

STUDENT EMPLOYEES AMENDED TIMESHEET

PAY PERIOD DATES	STUDENT ID#	LAST NAME	FIRST NAME	STUDENT EMPLOYEE ASSIGNMENT NAME*
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*Note the specific assignment name, including the number prefix (ex: '02 Photo Lab Monitor'). Student Assignment name can be found on the UKG time card underneath 'Assignment'; or in the Job History Tab under 'Job'.

ILLINOIS LABOR LAW REQUIRES A LUNCH HOUR BE TAKEN AND RECORDED IF STUDENT IS WORKING AT LEAST 7.5 HOURS.

WEEK 1	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

WEEK 2	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

EMPL RCD # *

I CERTIFY THAT THE TIME REPORTED IS CORRECT.

STUDENT EMPLOYEE'S SIGNATURE

DATE

I VERIFY THAT THE HOURS APPEARING ON THIS TIMESHEET WERE COMPLETED AS STATE.

SUPERVISOR'S SIGNATURE

SUPERVISOR ID #

DATE

INSTRUCTIONS

1. Complete the form fields
2. Enter 'In' and 'Out' times for each date you are adding or amending time
3. Total hours should be reported with accuracy - please DO NOT round or estimate in and out times
4. Both the student employee and the supervisor **MUST** sign and date the form.
5. Submit this form to Student Payroll at studentpayroll@saic.edu.
6. Supervisors are responsible for these records and should keep this timesheet as documentation of UKG change/corrections to a student's record. This timesheet and any other forms of supporting documents or a student's timesheet changes are subject to audits.

* EMPL RCD # can be found at the top of the student's work authorization and/or next to job title on UKG

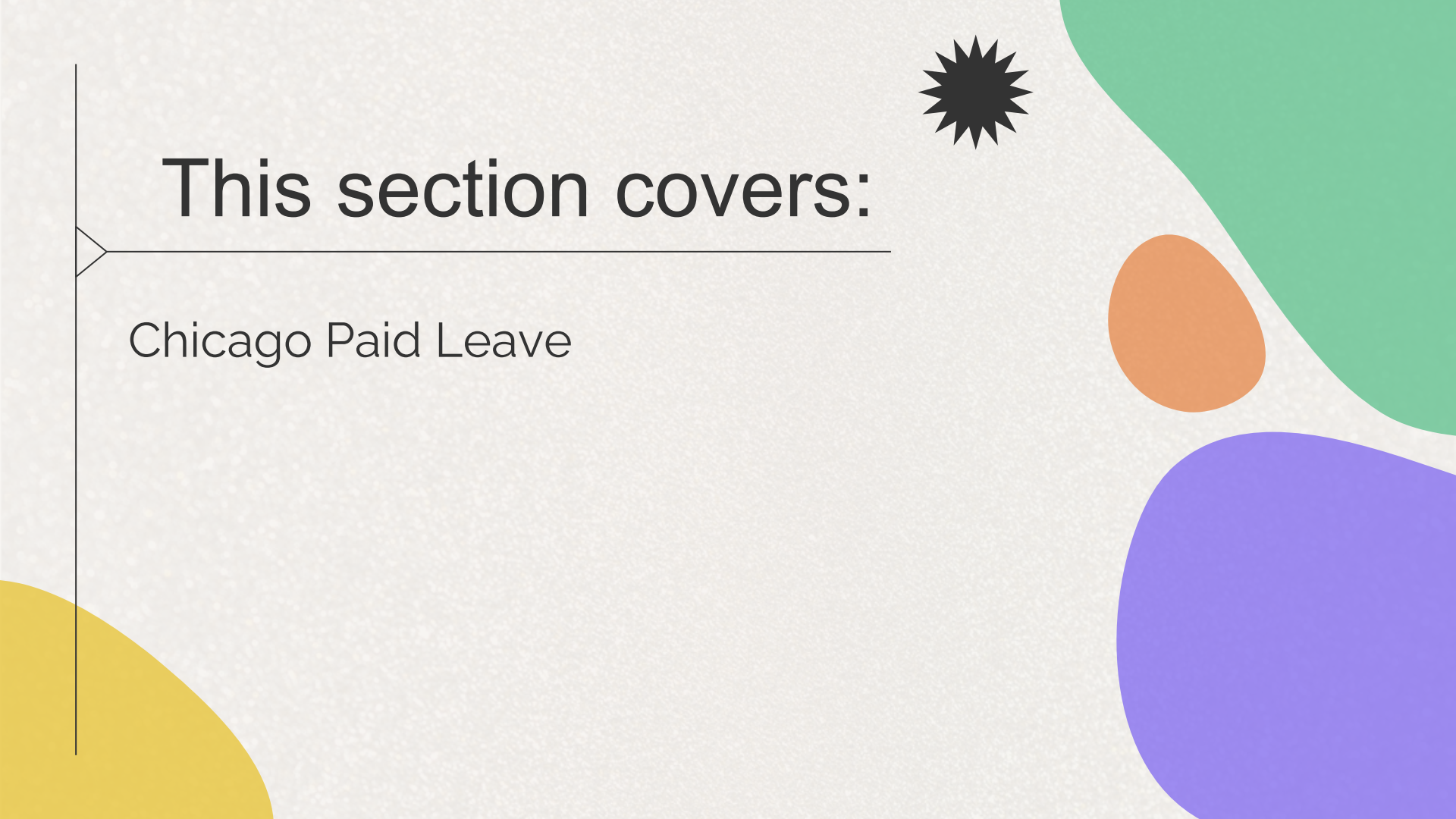
** Time input must be in 12 hour format (ex: 8:30 am, 1:15 pm)

COMMENTS



05

Sick time



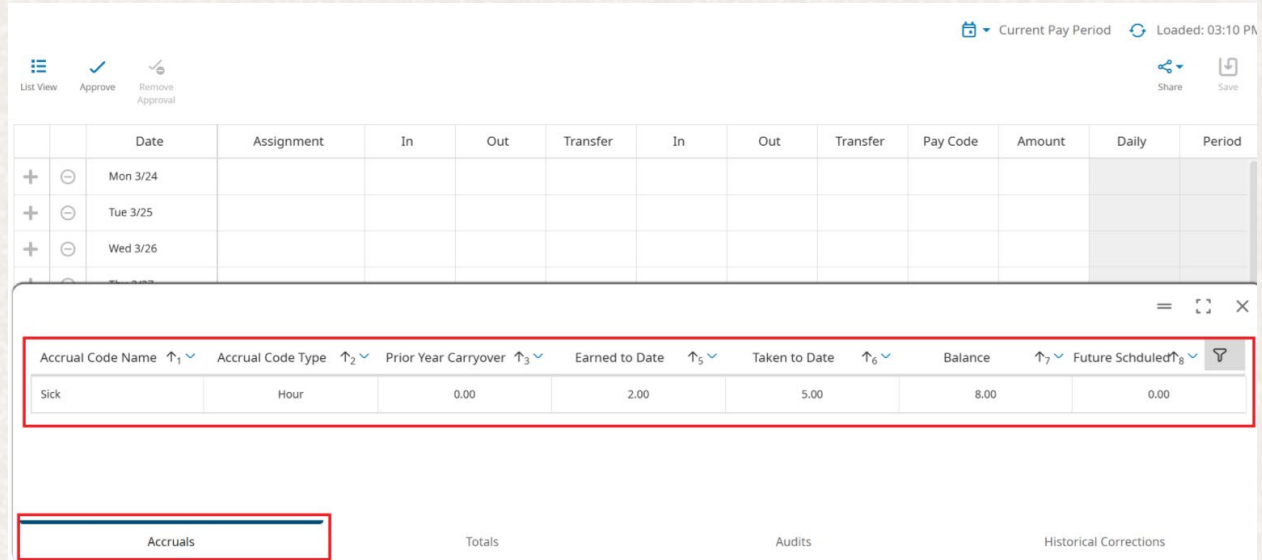
This section covers:

Chicago Paid Leave

Chicago Paid Sick Leave

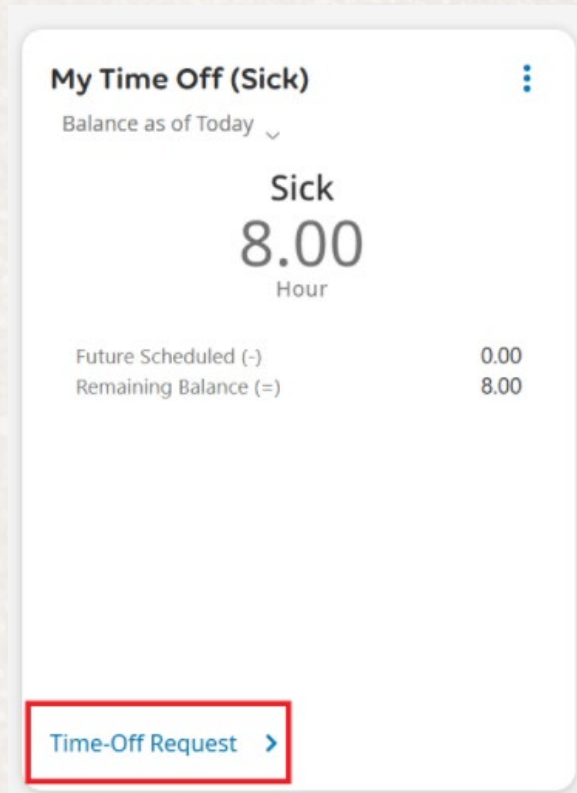
Refer to the Student's Guide to Student Payroll on the Student Employment site for information about the Paid Sick Leave (PSL) policy, accrual amounts, eligibility, and limits.

You can view your available time off balance on the Accruals tab on the bottom of your timecard



The screenshot displays the Chicago Paid Sick Leave interface. At the top, there are navigation icons for 'List View', 'Approve', and 'Remove Approval'. On the right, it shows 'Current Pay Period' and 'Loaded: 03:10 PM'. Below these are 'Share' and 'Save' icons. The main calendar view shows dates from Mon 3/24 to Wed 3/26. Below the calendar, there is a table with columns: Accrual Code Name, Accrual Code Type, Prior Year Carryover, Earned to Date, Taken to Date, Balance, and Future Scheduled. The table has one row for 'Sick' leave, showing a balance of 8.00. At the bottom, there is a navigation bar with tabs: 'Accruals', 'Totals', 'Audits', and 'Historical Corrections'. The 'Accruals' tab is highlighted with a red box.

Accrual Code Name	Accrual Code Type	Prior Year Carryover	Earned to Date	Taken to Date	Balance	Future Scheduled
Sick	Hour	0.00	2.00	5.00	8.00	0.00



In Workforce Management, you can request time off directly from the **My Time Off** tile by selecting Time-Off Request.

Follow the prompts, including selecting the specific job that the time off will apply to, the start and end date, the start time, and the duration. Sick time can be taken in one-hour increments.

My Time-off request tile

× Request time off

Enter the dates and details for your time-off request.

Assignment *
10 Staff Writer

Request type *
Time-Off Request

Start Date *
4/01/2025

End Date *
4/01/2025



[Add another date](#)

Next

× Request time off

Time-Off Request

Your Request

10 Staff Writer

Time-Off Request

4/01/2025

Request Details

Duration *
Hours

Start time *
09:00 AM

Duration *
4.00

HH.hh

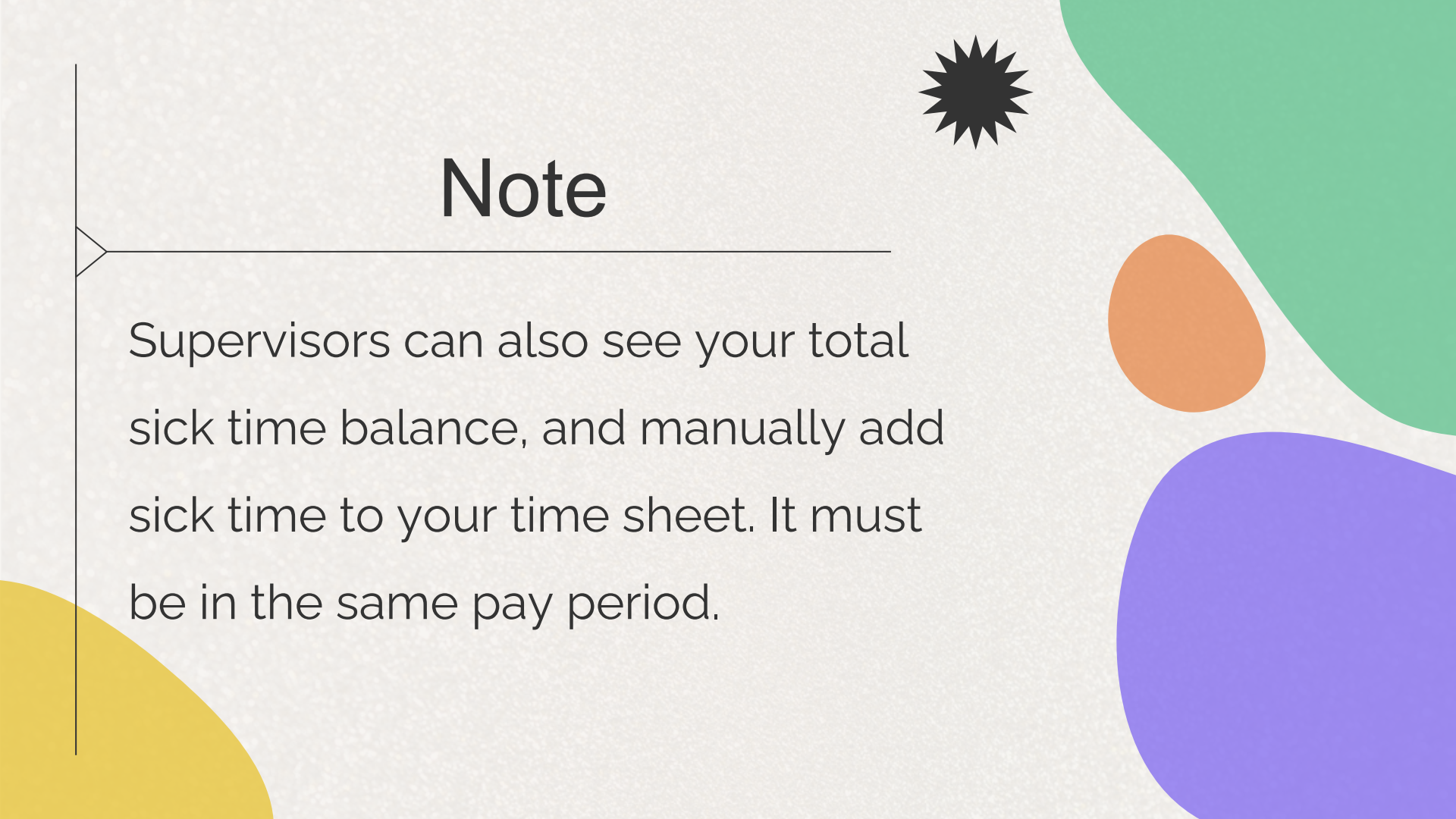
Deduct from *
Sick Pay (8.00 Hours)

Comment [0]

[+ Add comment](#)

Back

Submit



Note

Supervisors can also see your total sick time balance, and manually add sick time to your time sheet. It must be in the same pay period.



06

Direct Deposit

This section cover s:

Direct deposit

Pay statements/history

Tax information



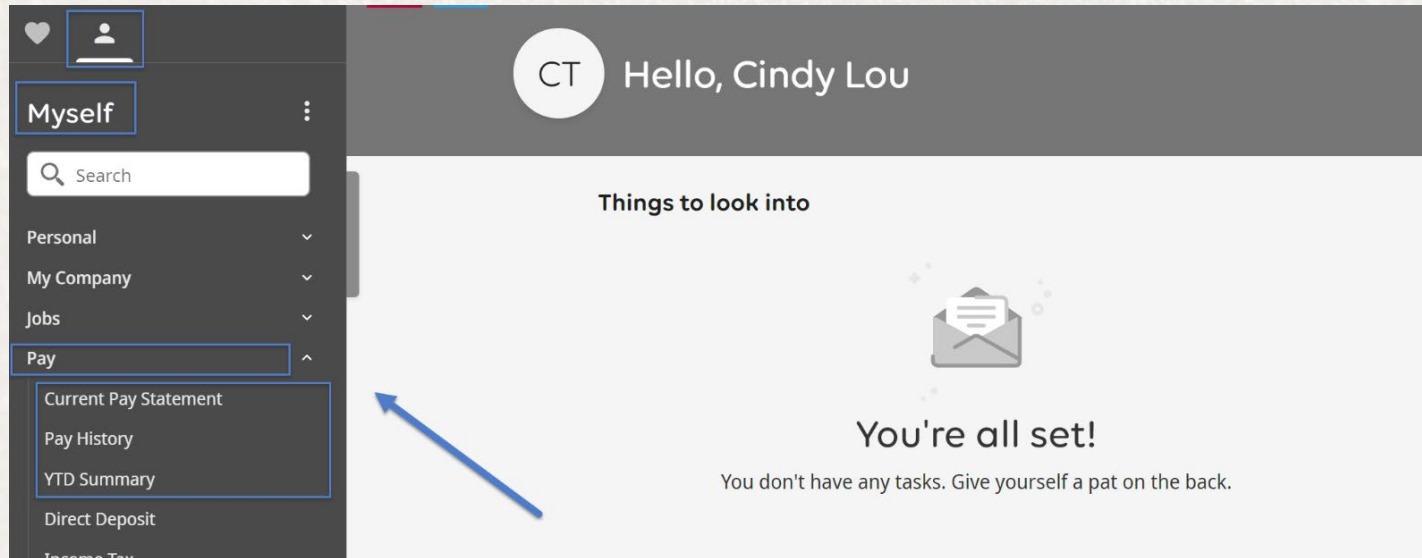
How to View My Pay Information

Navigation: **Menu > Myself > Pay**

View Current Pay Statement

To view your current pay statement, go to: **Navigation: Menu > Myself > Pay > Current Pay Statement**
Pay statements provide you with a breakdown of all your earnings, deductions, taxes, etc.

Note: Pay statements can be downloaded or printed if needed.



Your pay statement
(which you can select
from the hyperlink on
the date of your
paycheck.)

TEST

The Art Institute of Chicago
111 S Michigan Ave
Chicago, IL 60603

Pay Statement

Period Start Date	02/10/2025
Period End Date	02/23/2025
Pay Date	03/06/2025
Document	
Net Pay	\$426.52

Pay Details

Employee Number		Pay Group	Student
SSN	XXX-XX-XXXX	Location	Sharp Building
Job	Student Work Auth	Division	02 - 02 School
Pay Rate	\$16.4000	Sub-Division	072 - 072 Student Worker
Pay Frequency	Biweekly	Log Depart	6001 - 6001 Student FICA Exempt
		Cost Center	000 - 000 None Assigned

Earnings

Pay Type	Week	Job	Hours	Current	YTD
Student Regular	1	SG-17 Student General	11.250000	\$193.50	
Student Regular	1	SG-18 Student General	3.250000	\$52.65	
Student Regular	2	SG-17 Student General	11.000000	\$189.20	
Student Regular	2	SG-18 Student General	3.250000	\$52.65	\$1,056.65
Total Hours Worked		28.750000	Total Hours		28.750000

Deductions

Deduction	Pre-Tax	Employee Current	Employee YTD	Employer Current	Employer YTD
No records found					

Taxes

View My Pay History

To view your past pay statements, go to: **Myself > Pay > Pay History**

Pay history provides you with an overview of each pay statement by listing the net pay, earnings deductions, etc.

Each pay statement can be printed and downloaded at any time.

To access a previous pay statement, click on the pay date of the pay statement you would like to view.

☐	07/24/2020	90530	\$2,951.30	\$3,815.85	\$0.00	\$864.55
☐	07/10/2020	90400	\$2,951.30	\$3,815.85	\$0.00	\$864.55
☐	06/26/2020	90109	\$2,951.29	\$3,815.85	\$0.00	\$864.56
☐	06/12/2020	89923	\$2,951.30	\$3,815.85	\$0.00	\$864.55

Personal Tax Information

- Navigation: **Menu > Myself > Pay > Income Tax**
- From the Income Tax Summary page, click on **Add/Change Withholding Form** (W4) under the *Things I Can Do* links on the right of the page.

Income Tax Summary

Active Inactive

Description	Form	History	Filing Status	Multiple Jobs	Claimed Allowances	Additional Allowances	Regular Wages		A
							Claimed Dependents Total	Other Income	Deductions
Federal Income Tax	Paper	🕒	Single/Married filing separately				\$0.00	\$0.00	\$0.00
IL State Income Tax	Paper	🕒	SINGLE		0	0			
111 S Michigan Ave									

Things I Can Do

For This Page
[Add/Change Withholding Form \(W-4\)](#)

For This Tab Set
[Add Direct Deposit](#)
[Change Pay Statement Preference](#)
[Change W-2 Consent Form](#)

Learning Resources ⓘ
[Pay Resources for Employees](#)

Personal Tax Information

- To update Federal or Non-Resident withholding, click on the appropriate link for Employee's Withholding Certificate (W-4).
- To update State withholding, click on the link for the state.

Withholding Forms (W-4)

Add/Change Withholding Form (W-4)

Description	Form
Federal	• Employee's Withholding Certificate (W-4) • Certificado de Retenciones del Empleado (W-4(SP)) • Employee's Withholding Certificate (W-4 (Non-Resident Alien))
Illinois	Illinois (IL-W-4)

Federal W-4

Answer each question on the page as they appear.
Click **Next** to preview the form.
Check the box to affirm that you have reviewed and approved the form.
Click on **Sign** and **Save**.

←  Income Tax

Withholding - Federal

→ next cancel help

[Full Instructions](#)

Federal Tax Form W-4

★ Are your paychecks subject to Federal income tax?

You can only select No if both of the following are true:

- Last year no Federal taxes were withheld from my paycheck
- This year no Federal taxes should be withheld from my paycheck

☒ Yes
☐ No

★ Step 1: Personal Information - Filing Status

☒ Single or Married filing separately
☐ Married filing jointly or Qualifying surviving spouse
☐ Head of household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

more than one job at a time?

it and Other Credits

00 or less?

its

Id for other income you expect this year that won't have withholding, enter the amount of other income here. This
lvidends, and retirement income. You should not include income from any jobs.

\$

deductions other than the standard deduction and want to reduce your withholding, use the Deductions
of the Federal W-4 and enter the result here.

\$

x you want withheld each pay period.

\$

Withholding - Federal

Federal Tax Form W-4

☒ Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Sign & Save

1 of 4 Automatic Zoom

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0074	
Department of the Treasury Internal Revenue Service		Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.		2023	
Step 1: Enter Personal Information	(a) First name and middle initial Cindy	Last name Test	(b) Social security number XXX-XX-9912	Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .	
	Address 37 S Walbash				
	City or town, state, and ZIP code Chicago, IL 60603				
	(c) ☒ Single or Married filing separately ☐ Married filing jointly or Qualifying surviving spouse ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

How to View My W-2

Navigation: **Menu > Myself > Pay > U.S. Wage and Tax Statements**

On the U.S. wage and tax statements page, you can find copies of your W-2 forms, starting in 2024.

To open, print, or download a W-2, click the hyperlink year. You can also search for a specific year's form using the "Find by" search bar.



U.S. Wage and Tax Statements

U.S. wage and tax statements

View and download your year-end tax filing documents

Find by

Tax Year ▼

is ▼

▼

⊕ ⊖

Search

Year ▼	Form	Company	⌵
2024	W-2	The Art Institute of Chicago	



U.S. Wage and Tax Statements

US year-end forms paperless preferences

save

cancel

print

help

>



You can choose to go paperless on some of your employee forms. If you give your consent to go paperless, you won't get a paper copy of these forms going forward. You can, however, still download and print a copy for your records if you need one. You can change your preferences at any time, but it will only apply to forms going forward.

Whether you'll still receive your year-end tax form electronically after leaving your job can vary. It's best to check with your employer for the specifics.

When changing W-2 consent, toggle the button below to "on" in order to go paperless and only receive electronic copies of your W-2. If toggled "on", you will not receive a paper copy of your W-2. You will be able to view your W-2 electronically regardless of your choice.

US year-end tax form

Documents used in the United States to report your annual wages and withheld taxes, such as W-2, W-2C, 1099-MISC, 1099-NEC and 1099-R



print help

Things I Can Do

For This Page

[Change Paperless Preferences](#)

For This Tab Set

[Add Direct Deposit](#)

[Change Pay Statement Preference](#)

[Add/Change Withholding Form \(W-4\)](#)

DIRECT DEPOSIT

Enroll in Direct Deposit!

To avoid the inconvenience of picking up a paper check each pay period, SAIC strongly recommends that you participate in Direct Deposit.

Your student employment earnings will be deposited automatically into your bank account each eligible pay period.

You will need your bank's routing number and your bank account number.





School of the Art Institute
of Chicago



Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username

Password

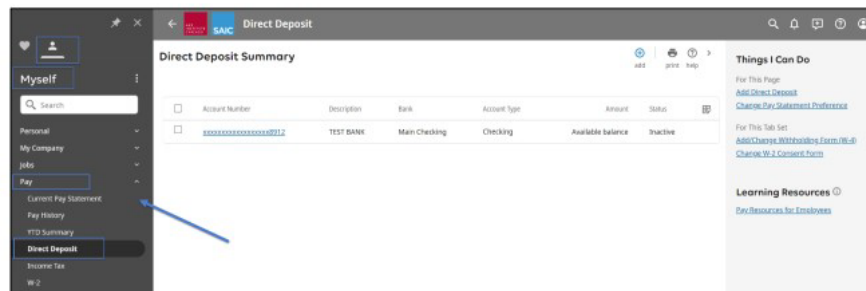
Login

I've forgotten my password

How to Add or Change My Direct Deposit

Navigation: **Menu > Myself > Pay > Direct Deposit**

Navigate to the Direct Deposit section under Pay to view, add, or change your direct deposit settings.



You can create the following types of direct deposit accounts:

- **Percentage** - Sends a percentage of your net pay to the designated direct deposit account.
- **Flat Amount** - Sends a flat dollar amount of the net pay to the specified direct deposit account.

You can create either **flat amount or **percentage accounts**, but you cannot create a combination of both flat amount and percentage accounts.*

- **Available Balance** – You are required to have at least one account listed as available balance. This will allocate your full net pay or will send the remaining net pay after other direct deposit account rules (percentage or flat amount) have been applied.

**Net pay is the amount you receive after all required deductions and taxes have been subtracted from your gross pay.*

1. From the Direct Deposit Summary page, complete one of the following:
 - a. To add a direct deposit account, select **Add**.
 - b. To change direct deposit account information, just select an account from the list.

Myself

Search

Personal

My Company

Jobs

Pay

Current Pay Statement

Pay History

TTD Summary

Direct Deposit

Income Tax

W-2

Direct Deposit

Direct Deposit Summary

1 A

add print help

☐	Account Number	Description	Bank	Account Type	Amount	Status	
☐	XXXXXXXXXXXX0001	TEST BANK	Main Checking	Checking	Available balance	Inactive	

1 B

Things I Can Do

For This Page

[Add Direct Deposit](#)

[Change Pay Statement Preference](#)

For This Tab Set

[Add/Change Withholding Form/W-4](#)

[Change W-2 Consent form](#)

Learning Resources ⓘ

[Pay Resources for Employees](#)

Direct Deposit Summary

☐	Account Number	Description	Bank	Account Type	Amount	Status	
☐	XXXXXXXXXXXX0001	TEST BANK	Main Checking	Checking	Available balance	Inactive	

Things I Can Do

For This Page

[Add Direct Deposit](#)

[Change Pay Statement Preference](#)

For This Tab Set

[Add/Change Withholding Form/W-4](#)

[Change W-2 Consent form](#)

Learning Resources ⓘ

[Pay Resources for Employees](#)



Direct Deposit

Direct Deposit Detail



save



reset



cancel



print



help



Description

e.g., "My College Fund"

Bank description

Routing number

Account number

Account type

Status

Active



* Amount

☒ Flat Amount

☐ Percent amount

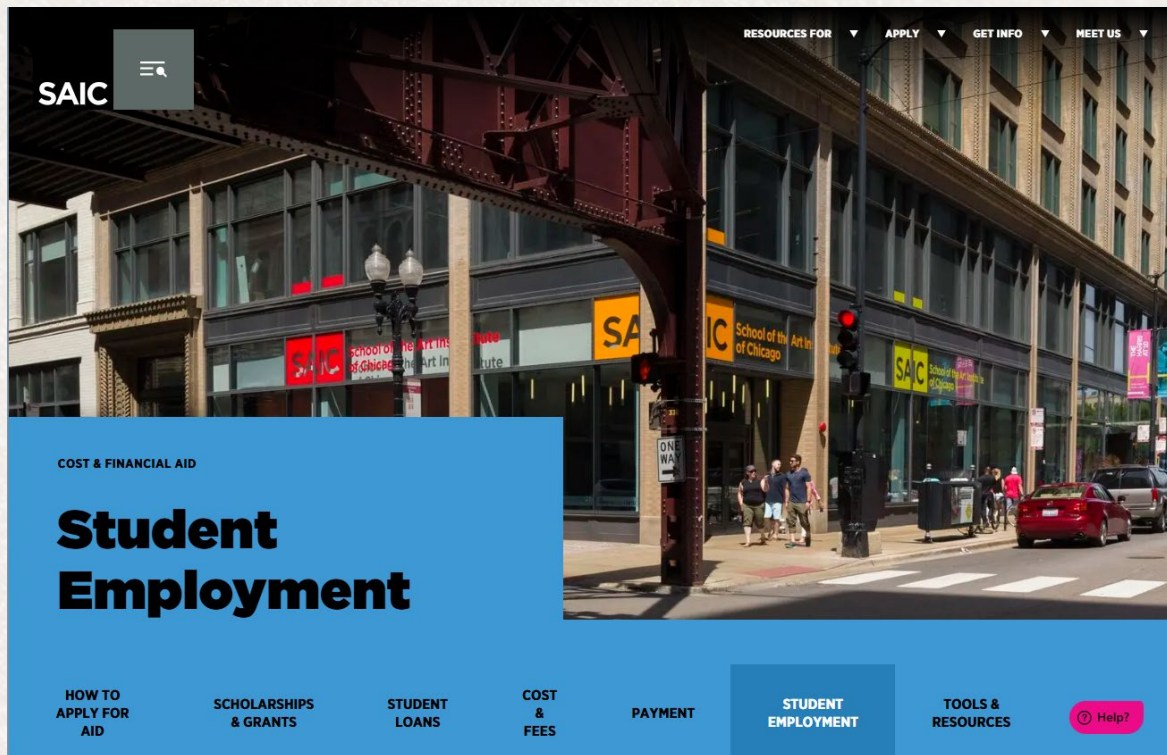
☐ Available balance

Direct Deposit Summary

Selected	Account Type	Description	Bank	Account Number	Status	Amount	
	Checking	TEST BANK	Main Checking	12345678912	Inactive	Available balance	

RESOURCES

Visit our Student Employment website to find further information on UKG, guides to student employment, quick links, and this PowerPoint!



Thanks!

STUDENT PAYROLL DEPARTMENT

Located in the Sullivan building, 12th floor, 36 S. Wabash Ave. Chicago, IL 60603

Walk-ins during our office hours:

Mondays and Wednesdays,

11:00 AM – 12:15 PM

3 – 4 PM

Email: studentpayroll@saic.edu

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