

SAIC Supervisors of Student Employees Training

Student Payroll

Located within the Student Financial Services Office

Sullivan Center, Suite 1200

(312) 629-6609

studentpayroll@saic.edu

SAIC

School of the Art Institute
of Chicago

Student
Financial
Services



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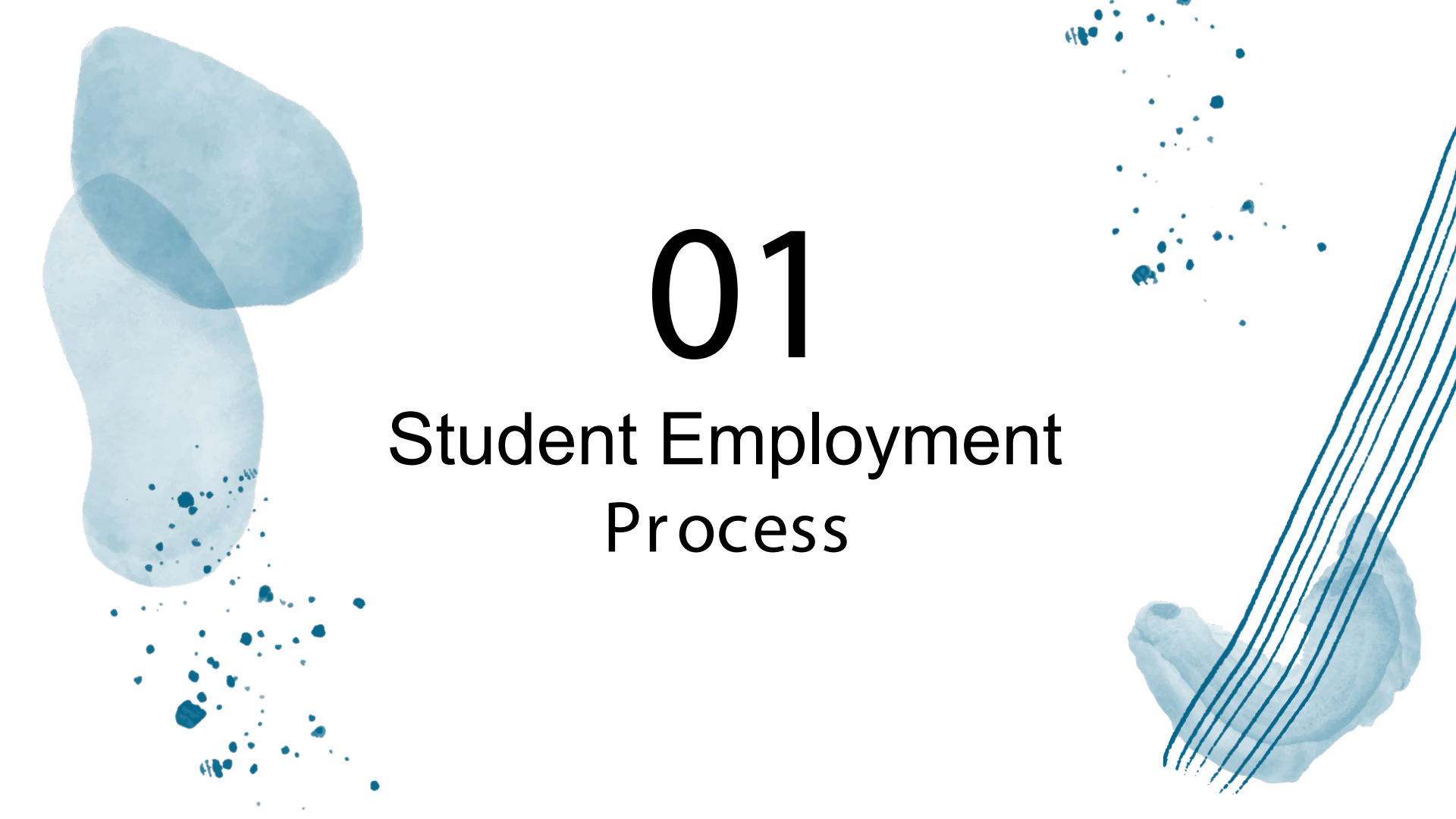
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01

Student Employment Process

Student Employment Process at SAIC

Request an Employee
Earning Eligibility Report
from Students during the
job interview

After the student accepts
the Work Auth an over night
process occurs activating
Self Service

This is also your contract
with your student outlining
their pay rate and job
description

SAIC now uses UKG Pro

Verify student's
Employment Eligibility

Offer Student a Job!

Supervisor Submits a
Work Authorization in
PeopleSoft **BEFORE** the
student begins
working.

Student Employment
begins

Every two weeks
students must review
and submit their time
sheet. Supervisors edit
and approve.

Student Submits
Completed I-9 Packet to
Student Financial
Services.

Per federal regulation,
I-9s **MUST** be turned in
BEFORE the employment
start date!

Bring original,
unexpired documents
that establish
identity and
Employment
Authorization

Earning Eligibility Report

4/7/2025

Employment Eligibility Report Spring 2025

[REDACTED]

International: N

I-9 Eligibility Status:

APPROVED

You have completed the I-9 documentation process required by the Department of Homeland Security and are authorized to work in the United States during the **Spring 2025 term**.

Your I-9 packet and required documentation to begin employment have been received. You may proceed with the on-campus hiring process.

Bring this document to your supervisor during the interview or hiring process.

Federal Work-Study Eligibility Amount: \$3,500.00

Empl Rec	Previously Authorized Amt	Hrs per week	Department	Employer/Supervisor	
12	1,701.00	7	Student Financial Service	[REDACTED]	CW
13	2,580.00	10	Student Life	[REDACTED]	NN

Totals:	4,281.00	17
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Remaining Federal Work-Study eligibility: 1,799.00

Enrollment Status: Spring 2025 credits: 15.00



02

Work Authorization

How to submit a Work Authorization

1. Log into PeopleSoft Campus Solutions with your X1Login

From the Intranet > go to enterprise systems > PeopleSoft Campus Solutions > enter you X1login

SAIC users access to:

- Campus Solutions
- Semi-monthly PTO
- Position Book
- Student Work Authorizations

Note: Access requires SAIC users to be on campus, using the School's network, or on VPN.

Password reset instructions

New user security

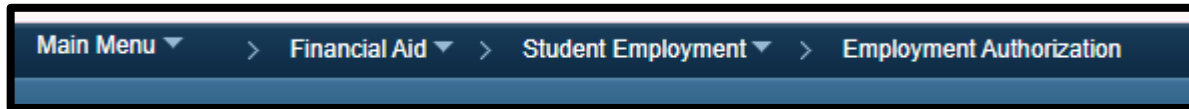
Questions: studentinfosystems@saic.edu

[School Users Click Here](#)



*If you do not have an X1login you must Download and complete New user security form to the left of the PeopleSoft Campus Solutions box & Download and complete New user security form to the left of the PeopleSoft Campus Solutions box

2. Navigate to the Employment Authorization



3. Complete required fields and submit

How to create & submit a Work Authorization (WA) for a student employee

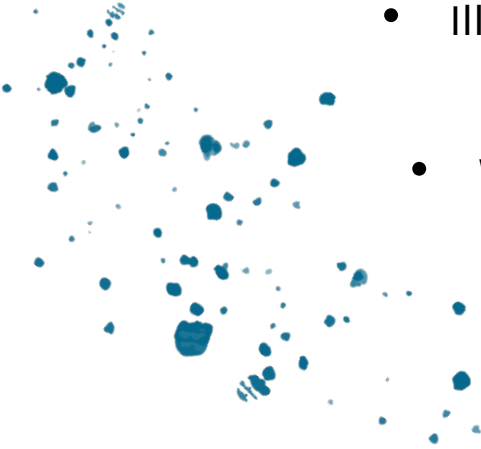
- Student Employee ID
- Supervisor ID
- Accounting Cost Center
- Students job type-select from drop down
- A job description for the position the student will be working
- Hours they will work per week
- Start and end date of job

Things to remember!

1. WA must be submitted each semester
2. Any changes to WA such as, a student terminating employment or changing a work end date, must be emailed to student payroll
3. Put actual start date and not start date of employment (not start of the term)
4. WA must be submitted for TA's



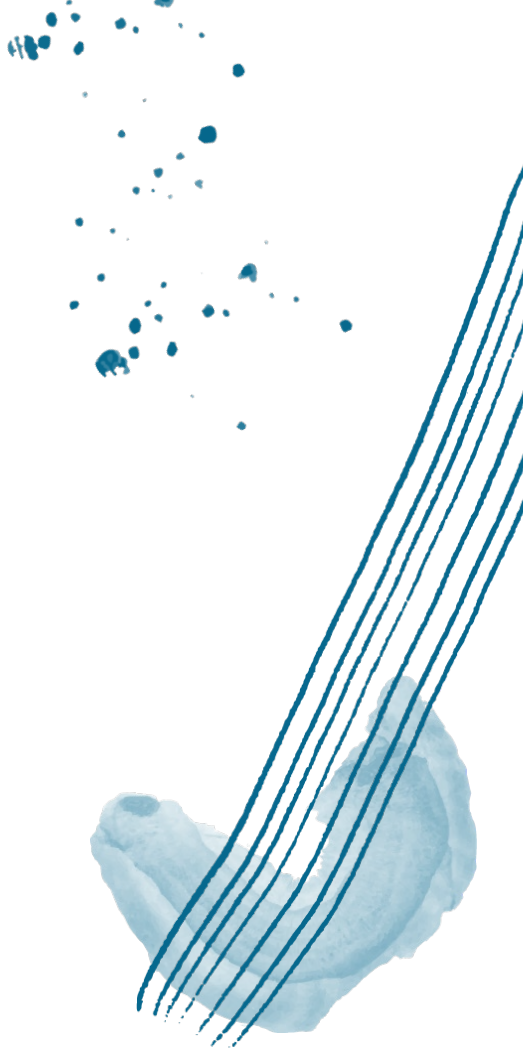
Student Hours and Information

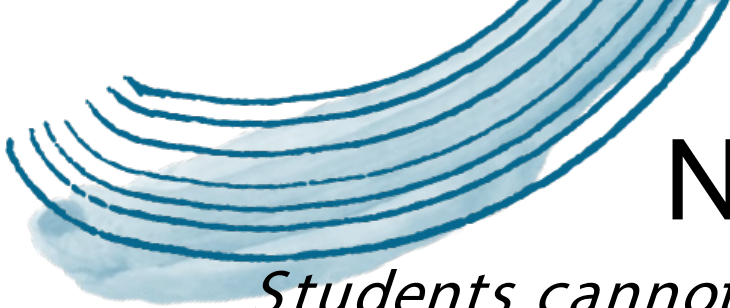
- Students may not exceed 20 hours per week during the Fall and Spring term (all jobs combined).
 - All students who are eligible to work during Winter and Summer may work up to 40 hours a week, all jobs combined, and no more.
 - Illinois Labor Law requires a lunch break be taken and recorded if student is working at least 7½ hours.
 - Working during scheduled class time is prohibited
- 
- 



03

The I-9 Process





Note:



NEW!

*Students cannot approve their work
authorization until they have
completed their I-9 form, starting
Summer 2025*



*This means they cannot start
working until their I-9 is
complete*



Student Notification

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 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

I-9 Required error message

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

I9 required

I9 is required to accept the Work Authorization

OK

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 ☐ No

Understanding the I-9 process

- Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States.
- All U.S. employers must properly complete Form I-9 for each individual they hire for employment in the U.S.
 - **This includes citizens and noncitizens.**
- Both employees and employers (or authorized representatives of the employer) must complete the form.
- Employees must provide original, unexpired documentation to show proof of their identity and authorization to work.
- Per Federal regulation and the Department of Homeland Security, **ALL** new SAIC student employees must complete the I-9 Packet.

The I-9 Process

The I-9 must be turned in to Student Payroll *in person* before their first day of work.

The Packet Includes:

- Form I-9
- Drug-Free Certification

*Original unexpired documentation that establishes Identity and Employment Authorization

Office hours to complete I-9: SFS Office (in Sullivan) 11-12 & 3-4 Mondays and Wednesdays

What type of documents are required for the I-9?

(Domestic and International)

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				

Supervisors must ensure I-9 compliance

There are several indicators when a student has not completed an I-9:

1 Employment Eligibility Report (student generated)

05/20/2015 Employment Eligibility Report
Spring 2015

Student ID #: Student Name

I-9 Eligibility Status: **APPROVED**

You have completed the I-9 documentation process required by the Department of Homeland Security and are authorized to work in the United States during the Spring 2015 term.

Your I-9 packet and required documentation to begin employment have been received. You may proceed with the on-campus hiring process.

Bring this document to your supervisor. This form must be attached to the Student Employment Authorization form before it is submitted to the Student Financial Services Office.

Federal Work-Study Award Status: Eligible Award

Empl Rec	Previously Authorized Amt	Hrs per week	Department	Employer/Supervisor
	0.00	0.00		

Remaining earning eligibility: 0.00
Enrollment Status: Spring 2015 credits: 15.00

- Students must be enrolled at least half-time during the fall and spring terms to be eligible for student employment and may not work after their last term towards graduating.

- Domestic students must have a Federal Work-Study award for most on-campus jobs during the fall and spring semesters. Federal Work-Study is a need-based program that is determined by the results of the Free Application for Federal Student Aid (FAFSA) annually.

- Only continuing students may be employed during the summer or winter terms, and must be enrolled at least half-time in the fall and spring terms before and after, unless they are graduating. Students may work up to 40 hours per week during the summer and winter terms. Federal Work-Study eligibility is not required.

- International students, TAs, and Cooperative Education jobs do not require Federal Work-Study eligibility during any semester.

- International students may work no more than 20 hours per week during the fall and spring terms and 40 hours per week during the summer and winter terms.

Questions regarding your employment or earning eligibility should be referred to your Student Financial Services Advisor at SAU.SF@saugene.edu or 312.829.5800.

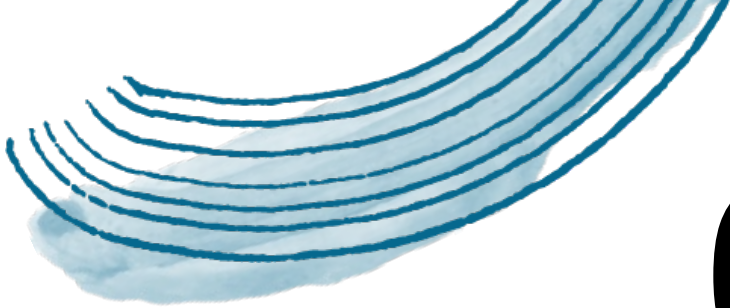
2. Work Authorization

Name	Student Name	ID	#####	Academic Career	Graduate
Aid Year	2016	Term	0980 Summer 2015	Enrolled Credits	
Domestic/International	Domestic	Valid I9 on File	Yes	I9 Expiration Date	05/16/2015

Confirm Approved Work Authorization

If student has issues logging into UKG, please confirm that they have approved their work authorization:

Fund/Program	00000	(Change only if this job has a special fund code)	Student Gallery Assistant	
Student Job Type	Student Employee General -\$15.8		☐ Community Service	
Job Description (Federal requirement for Federal Work-Study. Please provide a complete job description.)				
Assist in daily maintenance and operations of the Department of Exhibitions and the SAIC Galleries.				
Date Submitted by Supervisor	02/05/24 1:04:34PM	Confirm student will work in IL,WI,IN by the Supervisor:	Y	
		Confirm student will work in IL,WI,IN by the Student:	Y	
<u>Student Authorized</u> Yes		Date Authorized	02/05/2024	
Save for later				
Find First 1 of 1 Last				
Effective Date	02/05/2024	Effective Sequence	0	
		Add		
Job Start Date	02/05/2024	Job End Date	05/12/2024	
		Save		
Avg. Hrs/Week	Weeks Authorized	Total Hours Authorized	Hourly Rate	Total Earnings Authorized
15.00	x 14	= 210	x \$15.800000	= \$3318.00
I agree to hire the student listed above under the conditions described and for the period shown. The work performed will be supervised, and the duties will be commensurate with the job described.				



04

UKG Training Content for Supervisors of Student Employees

Introduction to UKG



Introduction to UKG

UKG Workforce Management is the timekeeping system for student employees

In UKG, supervisors of student employees are responsible for:

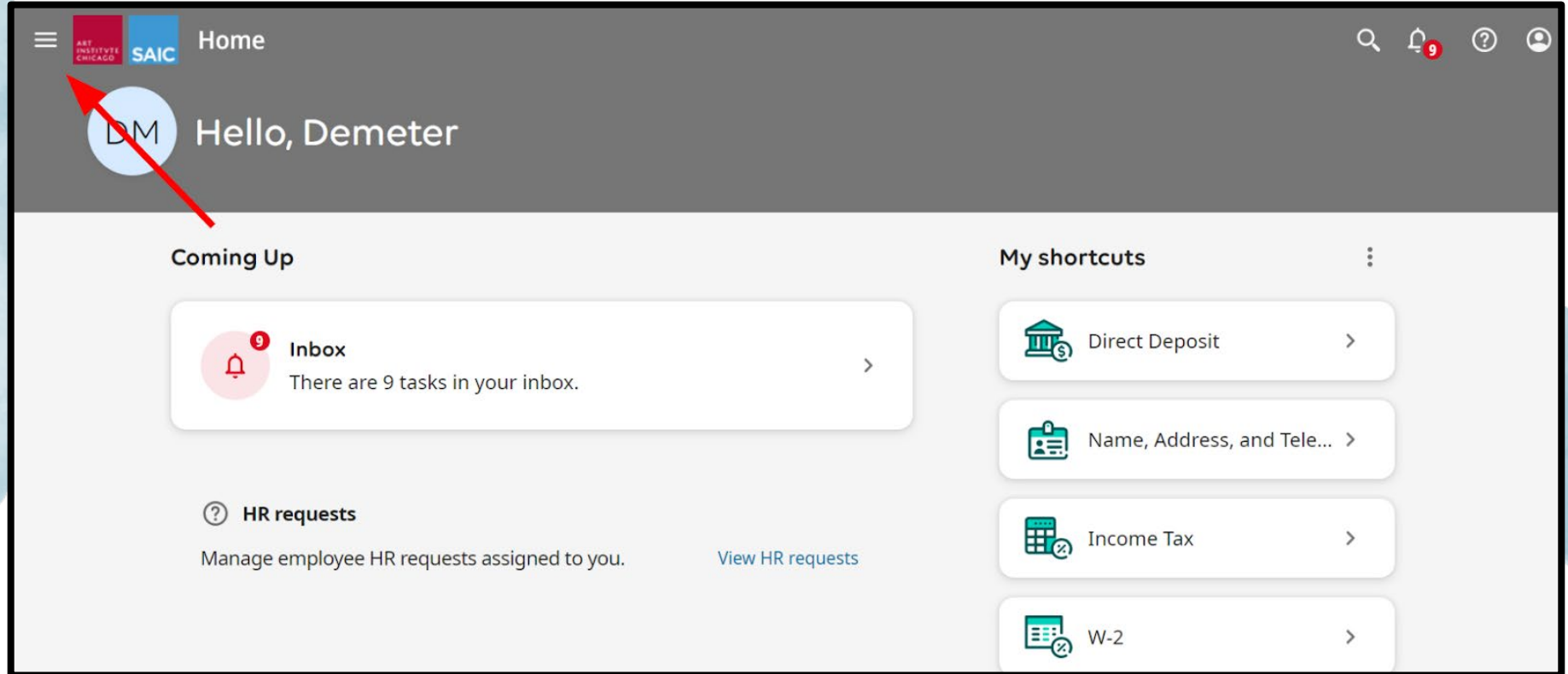
- ensuring student employee time is timely and correctly entered in UKG by regularly reviewing and correcting timecards
- fixing any errors such as missed punches, or punches to an incorrect assignment
- approving student employee timesheets at the end of each pay period
- approving requests for Sick Leave
- communicating any issues with Student Payroll

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.”
- When prompted for your access code or URL, enter artic



UKG Home Page



A screenshot of the UKG Home Page interface. The top navigation bar is dark gray and contains a hamburger menu icon, the 'ART INSTITUTE CHICAGO SAIC' logo, the word 'Home', and utility icons for search, notifications (with a red badge showing '9'), help, and a user profile icon. Below the navigation bar, the user's name 'Hello, Demeter' is displayed next to a circular profile picture with the initials 'DM'. A red arrow points from the 'DM' profile picture to the 'Coming Up' section. The 'Coming Up' section features an 'Inbox' card with a red notification badge showing '9' and the text 'There are 9 tasks in your inbox.', followed by an 'HR requests' section with a question mark icon and the text 'Manage employee HR requests assigned to you.' and a link to 'View HR requests'. The 'My shortcuts' section on the right lists four items: 'Direct Deposit', 'Name, Address, and Tele...', 'Income Tax', and 'W-2', each with an icon and a right-pointing arrow.

  Home    

 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 >

UKG Home Page

The screenshot displays the UKG Home Page interface. At the top, the header includes the UKG logo, the user's name "Hello, Demeter", and navigation icons for search, notifications (9), help, and profile. A red arrow points to the "DM" button next to the user's name. The left sidebar contains a "Myself" section with a search bar and a list of personal information options: Employee Summary, Name, Address, and Telephone, Status/Key Dates, Emergency Contacts, Private Info, and Other Personal Info. A red box highlights this list, and a red arrow points to it with the annotation "1 - Access my employee information". The main content area is titled "Coming Up" and features a "Inbox" tile with a notification icon and the text "There are 9 tasks in your inbox." A red arrow points to this tile with the annotation "2 - Dashboard tiles". Below the inbox is a section for "HR requests" with a question mark icon and the text "Manage employee HR requests assigned to you." and a link "View HR requests". On the right side, there is a "My shortcuts" section with a list of shortcuts: Direct Deposit, Name, Address, and Tele..., Income Tax, and W-2. A red box highlights this section.

Home

DM Hello, Demeter

Myself

Search

Personal

- Employee Summary
- Name, Address, and Telephone
- Status/Key Dates
- Emergency Contacts
- Private Info
- Other Personal Info

My Company

Jobs

Career & Education

Coming Up

2 - Dashboard tiles

1 - Access my employee information

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

Navigating to Workforce Management (WFM)

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



 Search



Emergency Contacts

Private Info

Other Personal Info

My Company

Jobs

My Onboarding

Career & Education

Pay

Giving

Workforce Management

Benefits

Learning Center

UKG Community

 SAIC Home



 AT [REDACTED]

Coming Up

My Schedule

Wed 30 Today

09:00 AM-05:00 PM [8.00]

09:00 AM-12:00 PM [3.00]

01:00 PM-05:00 PM [4.00]

My shortcuts

 Request time-off

 Direct Deposit

 Name, Address, and Tel...

 Goals

 Income Tax



Important!

NOTE:

All student employees have a default primary, generic job in UKG titled “Assignment”. This job acts as a placeholder allowing students to hold several different jobs of varying lengths throughout their time at the School.

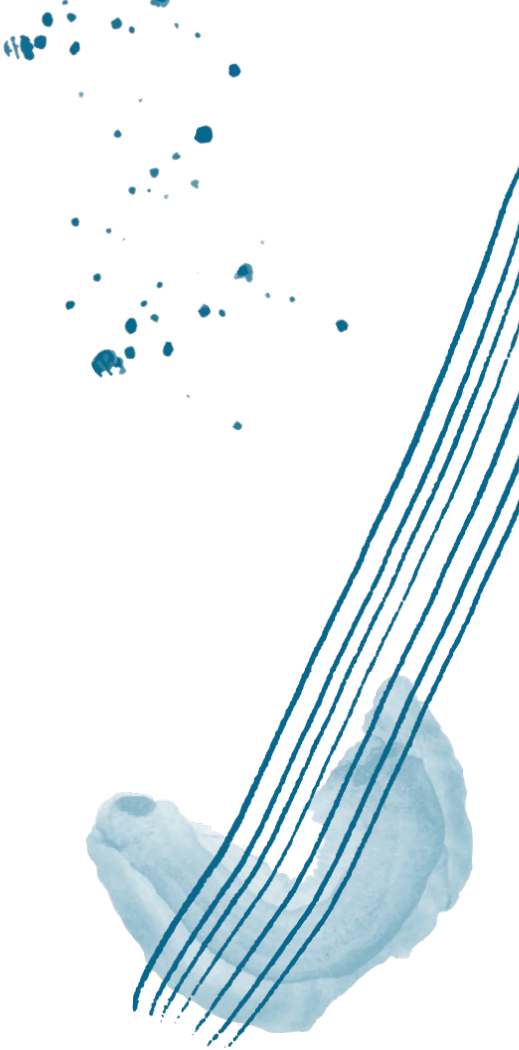
Time should never be entered on the primary “Assignment” job. Time entered on this job is not paid.

Each real assignment held by a student employee will appear in UKG as a secondary job. These secondary jobs are created from the Work Authorization process.

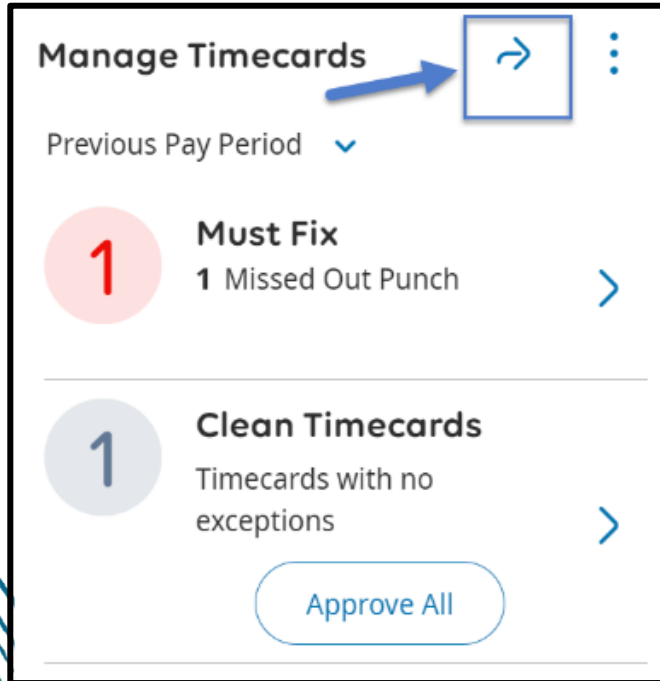


05

Timecards



Accessing Student Employee Timecards



To access your student employees' timecards directly: Use the Manage Timecard tile on the main page and select the blue arrow to view all timecards.

Navigate to a specific employee or use the left/right arrow at the top of the page to toggle through your employees.

The screenshot displays the top section of an HR system interface. At the top right, the word "Employee" is visible. Below the header, there is a navigation bar with a search bar and a dropdown menu. The dropdown menu is open, showing two options: "TEST, Hrly EE Training" and "TEST, Salry EE Training". To the right of the search bar, there is a pagination control showing "1 of 2" with left and right arrows. A blue arrow points to the right arrow. Below the search bar, there is a table with columns: "Schedule", "Absence", "In", "Transfer", and "Out".

Employee

TEST, Hrly EE Trai...

TRAINING2 < 1 of 2 >

Search

TEST, Hrly EE Training

TEST, Salry EE Training

Schedule Absence In Transfer Out

		Date	Schedule	Assignment	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Daily	Period	Absence
+	⊖	Mon 3/10		17 Site ...	09:00 AM	04:00 PM	⌘								
+	⊖			18 Fron...	05:00 PM	07:00 PM	⌘						9.00	9.00	
+	⊖	Tue 3/11		18 Fron...	08:59 AM	09:00 AM	⌘	09:00 AM	12:29 PM	⌘					
+	⊖			Student...	01:00 PM	05:00 PM	⌘								
+	⊖			Student...	06:00 PM	09:00 PM	⌘						10.50	19.50	
+	⊖	Wed 3/12		17 Site ...	01:00 PM	06:00 PM	⌘						5.00	24.50	
+	⊖	Thu 3/13		17 Site ...	09:00 AM	12:00 PM	⌘						3.00	27.50	
+	⊖	Fri 3/14		17 Site ...	09:00 AM	11:00 AM	⌘						2.00	29.50	
+	⊖	Sat 3/15												29.50	
+	⊖	Sun 3/16		17 Site ...	09:00 AM	11:00 AM	⌘						2.00	31.50	
+	⊖	Mon 3/17		17 Site ...	09:00 AM	02:00 PM	⌘						5.00	36.50	
+	⊖	Tue 3/18		18 Fron...	08:59 AM	09:00 AM	⌘								
+	⊖			17 Site ...	09:00 AM	11:00 AM	⌘								
+	⊖			Student...	02:02 PM		0						2.00	28.50	



Add or delete punches

Supervisors can add or remove punches or time entries for student employees they supervise when the pay period is still open. **Student employees cannot correct their own timecard.**

Find the row of the desired date you want to add time.

- Select the cell in the Assignment column in the row, which will allow you to select the specific assignment (job) you are adding time for.
 - Enter their start and end times in the “In” and “Out” columns, and Save
- 
- 

Note: if a date already has time entered, and you need to add more, you can do so by entering the time in the second In or Out columns, or by selecting the blue arrow to the left of the date to add another row to that particular date.

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out
+	⊖	Mon 6/19								
+	⊖	Tue 6/20			9:00 AM		4:00 PM			
+	⊖	Wed 6/21			9:03 AM		1:30 PM	2:00 PM		4:30 PM
+	⊖	Thu 6/22			11:45 PM					
+	⊖	Fri 6/23								
+	⊖	Sat 6/24								
+	⊖	Sun 6/25								

Add, Edit, and Delete Pay Codes

In some circumstances, supervisors may need to add a pay code to a student employee's timesheet to establish a different pay type for worked or non-worked hours.

Examples include: entering sick hours for a student if they are unable to submit a sick request, adding a lunch adjust code if a student employee did not clock out and back in for their lunch break, and entering a flat dollar amount for RAs and FNews student employees.

Select the appropriate assignment in the Assignment row for the date you want to add to, then select a pay code, and the amount of time it should apply to.

		Date	Schedule	Assignment	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount
+	-	Mon 4/07		10 Staff Writer			⌘				Student Flat Amount	USD150.00

Timecard Colors

- The cells and text of timecards sometimes have colors, and the colors have meanings. Below is a table of what the colors mean on the timecard.

Yellow background	Timecard approved by employee but not by manager.
Light purple background	Timecard approved by manager but not by employee. Note: If a timecard has multiple job approvers and your timecard settings are configured to only show shading for approved jobs, then only the jobs that have been approved are shaded. Jobs that have not yet been approved are not shaded.
Green background	Timecard approved by both employee and manager.
Gray crosshatch	Timecard has been signed off.
Blue background	Totals. Totals cannot be edited.
Black	Used for all events in the timecard that are not system-generated.
Purple	System-entered text that can be modified. For example, a system-entered paycode for missing time.

Common Exceptions and Visual Indicators

- The following are common exceptions and their visual indicators:

	The cell is solid red when there is a missed in or out punch .
	Action is required for an exception on this day.
	When the system generates an exception, the icon is red with a white line near the top. Depending on your configuration, the system might automatically add an auto-resolved paycode to the timecard if an exception occurs because of missing time, such as a late punch or absence.
	When a manager marks an exception as reviewed or justifies a missing time exception, the icon color changes to green.
	When an employee justifies a missing time exception, the icon color changes to red (with two white lines).
	If there is more than one exception, the color reflects the most severe state of all the exceptions, and the white lines are diagonal.
	If an absence has been excused, icon is blue with three horizontal lines.
	When an exception or punch is system-generated, the icon is purple with one diagonal line and the punch displays in purple.
	Holiday exceptions
	Pending changes for approval or refusal

Approving student timecard

Approve one timecard at a time:

From the Timecards page, select the employee from the drop-down list.

- Select the applicable time frame (previous pay period).
- Review the timecard for accuracy.
- Select Approve.
- If you approve a timecard in error, you can remove the approval by clicking on the "Remove Approval" button. This will appear after a timecard has been approved.

Note: When approving the timecard for a student who has multiple assignments with different supervisors, it will look to you as if the entire timecard is being approved--but the other supervisors will be approving their own time.

Employee



< 1 of 1 >



Previous Pay Period



1 Employee(s) Selected



Loaded: 09:31 AM



List View



Zoom



Approve

Remove
Approval

Sign-Off

Remove
Sign-Off

Analyze



Go To



Share

View
PendingCalculate
Totals

Save

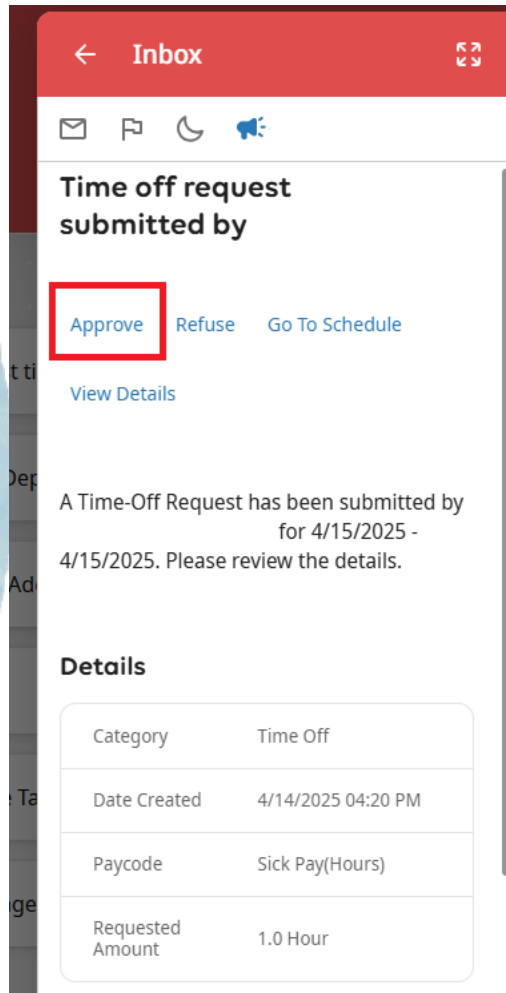
		Date	Schedule	Assignment	In	Out	Transfer	In	Out
+	-	Mon 4/07		18 Front Desk Assis...	09:00 AM	11:00 AM	Ⓐ		
+	-	Tue 4/08		17 Site Archivist	01:00 PM	02:30 PM	Ⓐ		
+	-	Wed 4/09							
+	-	Thu 4/10		17 Site Archivist	01:15 PM	03:15 PM	Ⓐ		
+	-	Fri 4/11		18 Front Desk Assis...	09:10 AM	12:15 PM	Ⓐ		
+	-	Sat 4/12							
+	-	Sun 4/13							
+	-	Mon 4/14							
+	-	Tue 4/15		17 Site Archivist	01:00 PM	06:30 PM	Ⓐ		

Accruals

Totals

Historical Corrections

Audits



Student employees who have accrued sick hours can request to use them in UKG.

You will receive an email notification from UKG when your student employee submits a sick request. You need to approve the request in order for it to count towards the student's pay.

Find the notification in your UKG Inbox or Control Center, and click Approve

Approving Chicago Paid Sick Leave Requests

←

Show Detail

📅

Select All

🔍

Refine

📌

My Actions

☑️

Mark Done

✅

Approve

❌

Refuse

💬

Add Comments

Categories

Filter :

📅

 None

👤

 None | ↻

0 Tasks

0 My Requests

4 Employee Requests

2 Timekeeping

0 Timekeeping Requ...

0 Leave of Absence

0 Leave of Absence Requests

☐

📅

Request

Employee

Created On

Employee Name and ID:

Request Period:

Approval Status:

Duration:

Approver Name

Request Status

Time-Off Request

4/14/2025 04:20 PM

4/15/2025 - 4/15/2025

Submitted

1.00

Submitted

☐

📅

Request

Employee

Created On

Employee Name and ID:

Request Period:

Approval Status:

Duration:

Approver Name

Request Status

Time-Off Request

3/31/2025 03:39 PM

4/01/2025 - 4/01/2025

Submitted

4.00

Submitted

You can view your student employees' available Chicago Paid Sick Leave balance directly from their timecards under the Accruals tab.

List View

Zoom

Approve

Remove Approval

Analyze

Go To

Share

View Pending

Calculate Totals

Save

		Date	Schedule	Assignment	In	Out	Transfer	In	Out	Transfer	Pay Code
+	⊖	Mon 3/24									
+	⊖	Tue 3/25									
+	⊖	Wed 3/26									

Accrual Code Na... ↑₁ ▾

Accrual Code Type ↑₂ ▾

Prior Year Carryo... ↑₃ ▾

Earned to Date ↑₅ ▾

Taken to Date ↑₆ ▾

Balance ↑₇ ▾

Future Sch... ↑₈ ▾

⌵

Sick	Hour	0.00	2.00	5.00	8.00	0.00
------	------	------	------	------	------	------

Accruals

Totals

Historical Corrections

Audits



Requesting Historical Edits

You can make changes to student employee timecard for the current pay period. If you need a change made to a previous pay period, document the amendments needed using the [template linked here](#), and send a signed copy of the PDF with the changes needed to studentpayroll@saic.edu

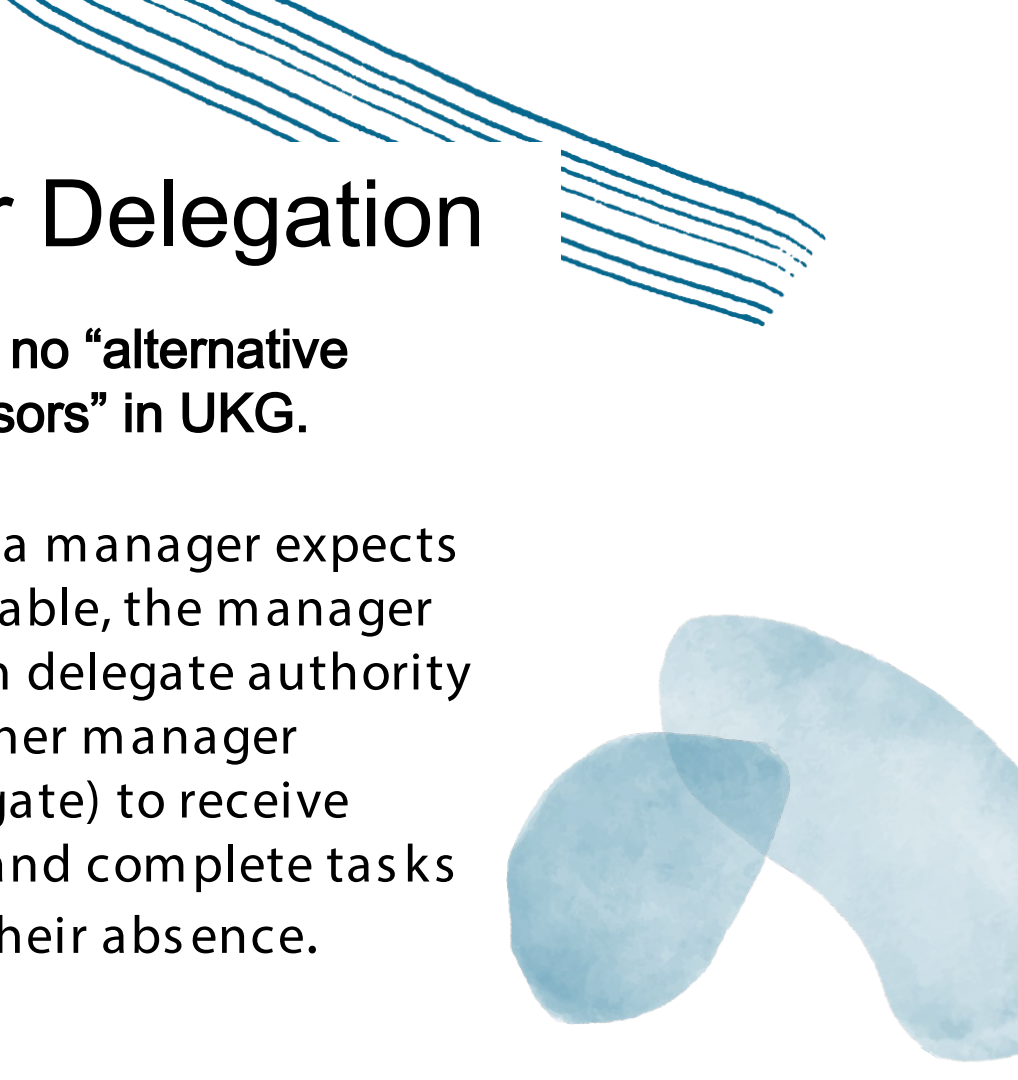




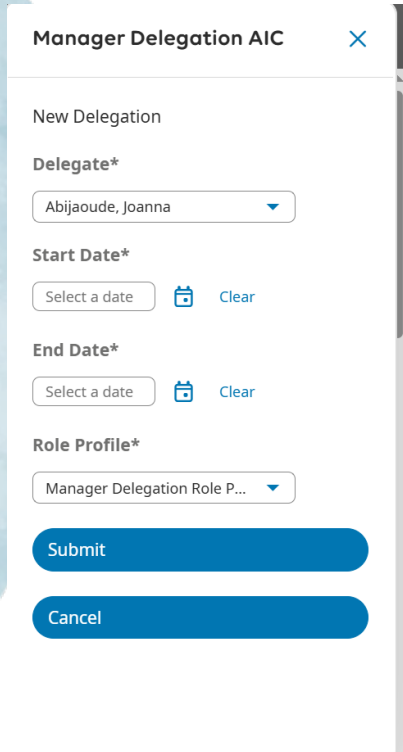
Manager Delegation

There are no “alternative supervisors” in UKG.

Instead, when a manager expects to be unavailable, the manager (delegator) can delegate authority to another manager (the delegate) to receive notifications and complete tasks during their absence.



To delegate authority to another manager:

A screenshot of a web form titled "Manager Delegation AIC" with a close button (X) in the top right corner. The form contains several sections: "New Delegation" (a header), "Delegate*" (a dropdown menu showing "Abijaoude, Joanna"), "Start Date*" (a date picker with "Select a date" and a "Clear" link), "End Date*" (a date picker with "Select a date" and a "Clear" link), and "Role Profile*" (a dropdown menu showing "Manager Delegation Role P..."). At the bottom of the form are two blue buttons: "Submit" and "Cancel".

Manager Delegation AIC

New Delegation

Delegate*

Abijaoude, Joanna

Start Date*

Select a date Clear

End Date*

Select a date Clear

Role Profile*

Manager Delegation Role P...

Submit

Cancel

Go to the My Business Processes tile in WFM > Manager Delegation.

In the Delegation panel:

1. select the other manager who will take authority during your absence.
2. Select the Start Date and End Date from the calendars. Select "Manager 3. Delegation Role Profile" in the Role Profile field.
4. Click Submit. The delegate will receive a notification asking them to accept the delegation.

Note: Managers can access any indirect reports in their hierarchy (anyone reporting up to them via another manager on the org chart) without the need for delegation.



New Delegation

Delegate*

Burger, Gaylene



Start Date*

3/27/2025



Clear

End Date*

3/27/2025



Clear

Role Profile*

Manager Delegation Role ...



Submit

Cancel

Accept a delegation from another manager by finding the notification in your UKG Inbox or Control Center, and clicking Accept / Submit.



×

MT MGR Salary TEST

Roles

My Roles

✓ Initial Role

Delegated Roles

Myself

TestPersona, Salary Manager-MR7 [8/22/2023 - 8/30/2023]

Edit Profile 

Sign Out 

Search 

Home



MT Welcome back,

My Notifications

Tasks 0

My Requests 0

Employee Requests 18

Timekeeping 347

Timekeeping Requests 0

Manage Timecards

Previous Pay Period

1 Clean Timecards

Timecards with no exceptions

Approve All



06

Direct Deposit

UKG login for students

<https://ukg.artic.edu/>



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

SAIC

Direct Deposit

1 A

edit print help

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 ¹

[Pay Resources for Employees](#)

Myself

Search

Personal

My Company

Jobs

Pay

Current Pay Statement

Pay History

YTD Summary

Direct Deposit

Income Tax

W-2

Direct Deposit Summary

☐	Account Number	Description	Bank	Account Type	Amount	Status
☐	XXXXXXXXXXXXXXXXXXXX12	TEST BANK	Main Checking	Checking	Available balance	Inactive

1 B

SAIC

Direct Deposit

1

save reset cancel print help

Direct Deposit Detail

Description

e.g., "My College Fund"

Bank description

Routing number

Account number

Account type

Status

Active

*Amount

Flat Amount

Percent amount

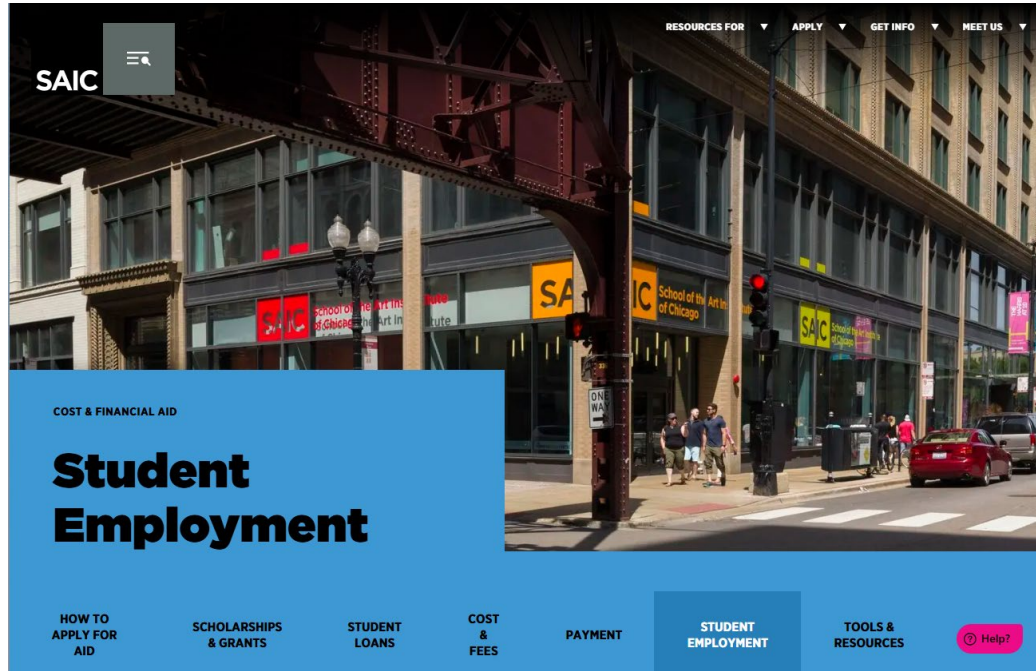
Available balance

Direct Deposit Summary

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

Resources

www.saic.edu/studentpayroll



Thanks!

STUDENT PAYROLL DEPARTMENT

Located in the Sullivan building (within Student Financial Services)

Walk-ins during our office hours:

Mondays and Wednesdays,

11:00 AM – 12:15 PM

3 – 4 PM

Email: studentpayroll@saic.edu

Phone: 312.629.6142

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