

# **Quick Guidelines for Supervisors Using ARTICtime**

Here is some basic information to help you navigate ARTICtime. For a full and detailed manual please refer to the ARTICtime Student Supervisor Training Guide on the SAIC website.

## **ARTICtime Dashboard**

- The Dashboard can be accessed from any computer, globally, with internet access at [artictime.artic.edu](http://artictime.artic.edu).
- The student will appear on ARTICtime after he or she has approved the Peoplesoft Work Authorization in the SAIC Self-Service. This process takes 24 hours.

## **WebClock and Elapsed Time**

- Most students record their time using the ARTICtime WebClock to log in and out including breaks and lunch. The WebClock is available only on campus. Supervisors should notify their students where their designated ARTICtime WebClock login computer is located in their work area, as applicable.
- Most TA and Co-op employees record their hours through a method called Elapsed Time. This means they simply log into the ARTICtime Dashboard and record the number of hours (not including breaks or lunch) they worked on the specified day. These students are able to make corrections to their own time sheets.

## **Approving Time Sheets**

- Time sheets must be reviewed and approved by the supervisor at the end of every pay period, but **ONLY** after the student has reviewed and submitted it. They are due from the supervisor by 3PM the Monday following the end of the pay period. You will receive several ARTICtime reminders that the approvals are due.
- It is important that students submit their time sheets before you approve them. This is the equivalent of their signature and it indicates that they have recorded their time accurately and find it to be correct. Students should have all errors cleared before they submit their time sheets so that changes are not made later that they will not be able to review before the approval by the supervisor.
  - \*Please make sure that your student workers understand this policy clearly.
- Remember to add a performance code when you approve time sheets on the last day the student worked of the pay-period. This will assist you in documenting a student's job performance.

## **ARTICtime “Exceptions”**

You will receive notification if there is an exception on your student worker's time sheet. Yellow exceptions indicate an important warning. Red exceptions indicate that an error will affect the student's pay.

### **Common Errors (RED):**

- “Missing In or Out Time” E01: Contact the student regarding the missing in or out time on the timesheet and add the correct time. Use the pay code “worked in/out”-all shifts must have an in and out time, you cannot simply put the ‘worked hours’ total.
- “The Student Worker did not take the required break...” E09: Determine if the student forgot to punch out for break or if the student worked through lunch. If the student forgot to punch out you can do a “lunch adjust.” This error requires an explanation in the comment field as it is in violation of Illinois labor law. If the student worked through lunch you must explain why.
- “There are hours reported for a student who is not active” E27: Review the dates of the work authorization. This error means the student worked on a day that was not included on the work authorization. If the authorization does not reflect the student's work schedule email Queta Guerrero, [eguerrero@saic.edu](mailto:eguerrero@saic.edu), with a revision request to adjust the date.

### Common Warnings (YELLOW):

- “Student has not completed the I-9 process”: This should be addressed immediately. Students must complete the I-9 process at Student Financial Services no later than the third day of employment. The student may not continue working after that until it is complete.
- “One Work Performance Code must be entered on student’s time sheet...”: Supervisors must add a performance code to students’ time sheets to stay in compliance with federal work study requirements. This must be added for every two week pay-period. Once you add the performance code, put a number (e.g. 1) in the Hours box so that it will save your entry.
- “Student has \$200 or less remaining in authorized earning eligibility”: This is the first warning you will get when students are approaching their earning limit for that job. Please review the student’s hours and pay to determine if the student will stay within the amount included in the work authorization. Please contact Student Financial Services with any questions about a student’s earning eligibility and work study funds.
- “Student recorded work hours during class time”: It is imperative that federal work study positions do not overlap with class time. Please be sure to schedule accordingly.

### Making Corrections

#### Quick Tips:

- To make corrections to a student’s time sheet, always go to “day view.” This will allow you to see in detail what has been recorded for that day.
- Once you have approved a time sheet, you will not be able to make changes unless you un-approve the time sheet. You can do this by unchecking the approval box and saving. Then you can make corrections and save and approve again.
- Always remember to ‘acknowledge’ an error as you correct it by checking the box at the bottom of the screen and saving. This will clear the alert.
- Encourage your student workers to review their time sheets on the Dashboard and contact you with corrections that need to be made as early as possible. This will facilitate getting time sheets submitted and approved on time.
- Amended time sheets: it is possible to make corrections after a time sheet has been processed if you need to make changes.
- If there is an error that you do not know how to correct, always feel free to contact Queta Guerrero, 9-6609, or Luis Arroyo, 9-6142, for assistance. We are happy to help!

### Paychecks

- Students are strongly encouraged to sign up for Direct Deposit in SAIC Self-Service.
- In the event that they do not, they will be issued a paper check every two weeks, which must be picked up at the Bursar’s Office (Sharp Building Room 245) according to the payroll schedule.

Please note, students are hired on a per-semester basis. A new authorization must be made for each term.

### 2021-22 Student Employment Work Authorization Terms

<b>Summer 2021</b>	<b>SU-21</b>	<b>05/13/21 through 08/31/21</b>
<b>Fall 2021</b>	<b>FA-21</b>	<b>09/01/21 through 12/20/21</b>
<b>Winter 2022</b>	<b>WI-22</b>	<b>12/21/21 through 01/26/22</b>
<b>Spring 2022</b>	<b>SP-22</b>	<b>01/27/22 through 05/15/22</b>