

Student's Guide to Student Payroll

School of the Art Institute of Chicago



Developed by:

Student Payroll

(Located within the Student Financial Services Office)

Sullivan Center, Suite 1200

(312) 629-6609

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I. Introduction

The School of the Art Institute of Chicago offers students a diverse experience while attending classes, including the opportunity for student employment.

Students must in most cases, demonstrate need by applying for aid with the FAFSA application at fafsa.gov. Halftime status is required for employment programs and is generally defined as 6 credit hours during the fall and spring semesters and 3 credit hours during the summer and winter terms.

Students that are awarded Federal Work-Study on their financial aid award letter or in the SAIC Self-Service should contact Career and Professional Experience (CAPX), careers@saic.edu for help with your job search or accessing your account.

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.edu username and password.

II. 6 Easy Steps to Student Payroll- Chart

STUDENT PAYROLL MADE SIMPLE

Step One:

Provide a current copy of the SAIC I-9 Verification/ Earning Eligibility Report to confirm FWS work eligibility amount and I-9 completion.

Step Two:

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

Step Three:

The student Online PeopleSoft Work Authorization must be submitted by supervisor and approved by student no later than first day of employment.

Step Four:

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

Step Five:

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

Step Six:

Students should enroll in Direct Deposit by going to: Employee Self Service > Payroll-Other Services > Direct Deposit Setup

III. Student Earning Eligibility

Federal Work-Study (Need-based) Student Employment

Federal Work-Study eligibility is awarded for fall and spring semesters to degree-seeking students demonstrating financial need as determined by a federal need analysis application (FAFSA). The student must reapply through the FAFSA each year. The financial aid award year at SAIC always begins with the summer term. Students are responsible for securing and maintaining satisfactory performance of student employment jobs. Although, the financial aid award letter lists the amount a student is eligible to earn each semester, **it does not guarantee placement in a job.**

Institutional (Non-need) Student Employment

There are some SAIC student employee positions that do not require federal work-study and are paid through Institutional funds. These positions may include work-study positions for International students that are F-1 or J-1 visa holders. Other positions that may be covered with Institutional funds are: Teaching Assistant positions “A” and “B”, CAPX students not eligible for need-based aid, F Newsmagazine staff, Senior Resident Advisors and other approved positions.

Earning Eligibility for Winter and Summer Terms

If a student is enrolled for summer term and in a degree program they are eligible to work. If a student is not enrolled during the winter/summer term but is a continuing student they are also eligible to work. Continuing summer term students would have enrolled as at least a halftime student the preceding spring term and will likewise have enrolled the following fall term. Continuing winter term students would have been enrolled at least half-time the preceding fall term and will likewise have enrolled for the upcoming spring term.

Ineligible Students for Winter/Summer terms:

- May graduate may not work the following summer term.
- December graduate may not work the following winter term.
- Non-enrolled student finishing “incompletes” to graduate.
- Student that is not enrolled for the following Fall or Spring term.

Employment Eligibility Verification: Form I-9

All first time student employees must complete the I-9 Employment Eligibility process. Federal regulation requires this process to be completed no later than the third day from the employees start date. The I-9 packet is available in the Student Financial Services department.

The I-9 process includes: **The Federal I-9 Employment Eligibility form, Federal and State W-4 forms and the Drug-Free Certification statement.**

These forms along with the required documentation must be submitted “in person” by the student employee within the 3-day allotted time. All documents submitted must be original and current. Per federal regulation we cannot accept copies or expired documentation. A list of the acceptable documents is included on the following page. Failure to complete the I-9 process will result in termination of any current student employee positions.

IV. List of Acceptable Documents

All documents must be UNEXPIRED

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

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization AND
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: The same name as the passport; and An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	OR	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority 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
		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. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

V. International Students

International students in F-1 or J-1 status are not eligible for federal work-study but may work on-campus jobs that require FWS eligibility. These 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 (all jobs combined) for International students during the fall and spring terms and up to 40 hours during the winter and summer terms.

All first time International student employees must complete the I-9 Employment Eligibility form along with providing documents for identity and work eligibility within the 3rd business day from the student employment start date.

International students must provide evidence of application of a Social Security card. This is provided by the Social Security Administration with a "receipt" of application. This receipt will need to be submitted within two weeks of the start date. If evidence of having applied for a Social Security Number is not provided within the two weeks' 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.

Once the student has received the actual Social Security card they will need to stop by the Student Financial Services department with the card to finalize the I-9 Employment Verification Process.

VI. How to Apply for you Social Security Card

STEP 1: APPLY FOR YOUR CARD AT SOCIAL SECURITY ADMINISTRATION (SSA)

- The SSA office nearest SAIC is:
 - 605 W Washington Blvd.
Phone (1-800-772-1213)
See [socialsecurity.gov/ssnumber](https://www.socialsecurity.gov/ssnumber) for other locations
- Collect your Social Security application receipt.
- Collect your immigration documents (passport, I-94 card, I-20).
- The Social Security receipt can be used in lieu of the original card to meet the I-9 until the original card is received.

STEP 2: SUBMIT YOUR SOCIAL SECURITY APPLICATION RECEIPT TO STUDENT FINANCIAL SERVICES

- You must submit your social security application receipt and completed I-9 packet to Student Financial Services within 3 days of starting your job.
- If you do not submit these documents within 3 days you could be terminated from your job.

STEP 3: 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.
- Bring in your Social Security card to Student Financial Services for completion of the I-9 process.

STEP 4: 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 5: 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 6: 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.

VIII. Employment Eligibility Report

Students may electronically request an Earning Eligibility Report in the Earning Report section of SAIC Self Service for a given semester to see their total Fed Work Study (FWS) eligibility amount, how much is already authorized for use, how much is still available, and if they have properly completed the I-9 process to begin working their first day of employment. You may view this by navigating to SAIC Self Service under “Other Services non-mobile” module.

EXAMP

Employment Eligibility Report Spring 2019

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 2019 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:

Eligibility Amount

4,000.00

Empl Rec	Previously Authorized Amt	Hrs per week	Department	Employer/Supervisor
2	1,440.00	8	Student Financial	Beard, Brian Robert

Remaining earning eligibility: 2,560.00

Enrollment Status: Spring 2019 credits: 9.00

- 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, TA's, 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.

IX. ARTICtime

ARTICtime is the web-based Time & Attendance system used to record hours worked for payment. All student workers use an electronic timesheet through ARTICtime. Timesheets must be submitted by the student employee and approved by the Supervisor. Students must submit their timesheet on or after the last day they have worked during the pay period. Timesheets must be submitted by the student no later than 10am on the Monday following the end of the pay period. Students and Supervisors will receive up to 2 emails reminding them to submit/approve their timesheets.

Any request to revise a student timesheet must be submitted in writing by the student to their supervisor.

Most student workers will clock in and out using Webclock. However there are a few positions (mostly Teaching Assistants and CAPX Internships) that will record their hours by Elapse time and enter their hours directly.



After that deadline the time sheet is no longer available to update on the Web, and payment for those hours will be delayed by at least two weeks. A student will need to work with his/her Supervisor to have hours amended for future payment.

* NOTE: Anytime a timesheet submitted by the student employee is revised, the employer/supervisor should document the process and inform the student in writing of such changes. Supervisors should always keep documentation of any revisions on file for future access if necessary.

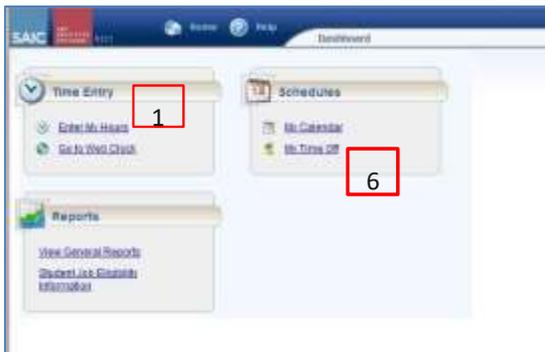
X. WebClock Student Employee Quick

1. Clock IN and OUT for each shift and Out and back In for each lunch break by clicking on the desktop icon at a computer designated by your supervisor. Log in to the WebClock with your ARTIC account login (same as your Self-service login).



Don't forget! If you are working 7.5 hours or more you must take at least a 20 minute unpaid break (Illinois State Law). Make sure to clock out for your lunch break and back in when you go back to work!

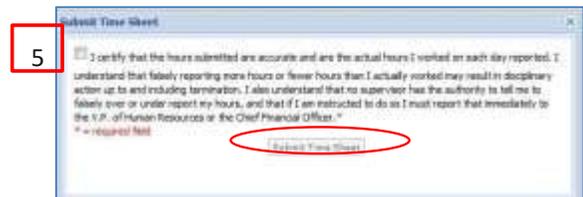
2. Login to your ARTICtime Dashboard from the SAIC Homepage to View, Print & Submit Timesheets and Request Time Off.



- To View:** 1) Click Time Entry > Enter My Hours
 2) On the Toolbar, Select the Time Period to View (the current pay period is the default view).
- To Print:** 3) On the Toolbar, Select "More" and then "Print"
- To Submit:** 4) On the Toolbar, Select "Submit"
 5) Check the box and click "Submit Time Sheet"

To Request Time Off:

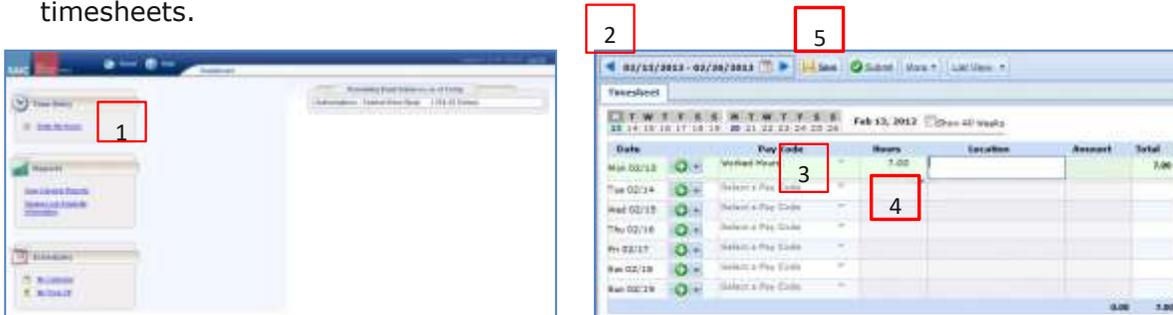
- 6) Click Schedules > My Time Off



Don't forget to submit your timesheet no later than Monday at 10:00am following the end of each pay period!

XI. Elapsed Time Student Employee Quick Guide

Login to your ARTICtime Dashboard via the SAIC Portal to ENTER TIME, PRINT and SUBMIT timesheets.



- To ENTER Time:**
- 1) On the Dashboard: Under Time Entry, select “Enter My Hours.”
 - 2) Select the Current Pay Period using the blue arrows or the Calendar. The current pay period is the default.
 - 3) On the day you would like to enter time, select Pay Code “Worked Hours” from the “Select a Pay Code” drop down menu.
 - 4) Under the Hours column, enter the appropriate hours. This should not include your lunch break. (You must take a lunch break when working 7.5 hours or more).
 - 5) On the Toolbar, select the “Save” button.

To PRINT:

- 1) On the Toolbar, select “More” and then “Print.”



To SUBMIT:

- 1) On the Toolbar, select “Submit”
- 2) Check the box and click “Submit Time Sheet”



Don't forget to submit your timesheets no later than Monday at 10:00am following the end of each Pay Period!

XII. Direct Deposit

Direct Deposit is available to those students with saving or checking accounts. Direct Deposit offers students a more timely and efficient manner of electronically depositing their paycheck directly into their bank account and is encouraged by SAIC.

Students should enroll in Direct Deposit by completing the required bank information in SAIC Self-Service in the Employee Center. See steps below.

Students that choose not to enroll in Direct Deposit will have a paper check issued on the scheduled payroll dates. Students will have their paper check(s) mailed to the students mailing address as indicated in Self Service.

Enroll in Direct Deposit

1. Log in to Self Service at saic.edu



* Click on
Current Students
> Self Service

2. Student Homepage > Employee Self Service



* Click on
Employee
Self Service

3. Payroll - Other Services > Direct Deposit > (Enter your banking information) Save



Benefits for Direct Deposit

- Payments generally occur a day earlier than paper checks
- Your earnings are deposited automatically in your bank account
- Never lose a check, GO GREEN (paperless)
- Quick and easy to enrollment in SAIC Self-Service

XIII. ARTICtime Chicago Paid Sick Leave Quick Start

Chicago Paid Sick Leave

- The usage of paid sick leave is available to employees not eligible for PTO time.
- Eligible employees will accrue 1 hour of paid sick leave for every 40 hours worked.
- All hours need to be recorded in elapsed time and must be recorded in full hour increments (i.e.: 1.00, 2.00).
- Employees should not record more paid sick leave than their normally scheduled hours.

Who can record Chicago Paid Sick Leave on timesheet

- The employee, timekeeper, supervisor, alternate supervisor, and department head can record these hours.
- Departments will determine who should record these hours.
- The ability to request SICK hours will be available in ARTICtime. Once a request is approved the hours will automatically appear on the employee's timesheet.

How to login to Dashboard

- User ID and password is the same as the ARTIC Account and password (same as your PeopleSoft Self-Service login).
- **Dashboard URL:** artictime.artic.edu

How to view and enter hours

Time Entry Enter My Hours

There are three timesheet views – **List View** (default view), **Table View** (eliminates the need to enter repetitive information) and **Day View** (only view that has the actual clocked in and out time record). All three timesheet views include the following tabs in the bottom panel - **Exceptions, Pay Period**

Summary, Job Eligibility Info, Schedule and SICK tabs.

- Click on the drop down box on any row that shows Select a Pay Code. If no row available then click on plus sign in green circle to add a row.
- Select Sick Pay code
- On that line record the number of Paid Sick Leave hours on the appropriate day of week and save timesheet

How to submit timesheet (only employees currently required to submit)

Click Submit button and follow required steps on **Time Entry  Enter My Hours**

- **Required to submit timesheet no later than Monday at 10:00AM after pay period ends**

How to print timesheet information

In the Time Entry window, click the **More** button and select **Print**

How to request SICK

Schedules My Time Off

- Click Create New Request
- For Pay Code – Select Sick Request
- Change dates as necessary click Next
- Make any changes to hours listed as necessary and click Submit.
- An email is sent to your supervisor to approve or deny your time. User will receive an email once supervisor processes the request. If approved, hours requested automatically are written to timesheet.

Where to Go for Help

- AIC/SAIC Intranet - ARTICtime
- Student Payroll Department
 - Queta Guerrero – eguerr@saic.edu - 312 / 629-6609
 - Luis Arroyo - jarroyo1@artic.edu - 312 / 629-6142

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

Purpose

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

Accrual of Paid Sick Leave

Accrual Eligibility

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

Accrual Amounts and Limits

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

Disability.

- A covered employee may use a maximum of 40 hours of accrued regular Paid Sick leave within one year.

Transferability of Paid Sick Leave Accrual

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

Utilization of Paid Sick Leave

Usage Eligibility

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

Usage Requirements

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

Appropriate Use of Paid Sick Leave

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

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

Covered Employees may NOT use accrued Paid Sick Leave for:

- Personal events or vacations.

Sick on the Job

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

Usage Details and Restrictions

Notice of Absence

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

Documentation of Absence

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

Pay Rate for Sick Leave

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

Use of Paid Sick Leave for Ineligible Purposes

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

Application of Attendance-Related Disciplinary Standards

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

https://information.artic.edu/saic_staff/human_resources/ /hr_employee_guidelines#17.2

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