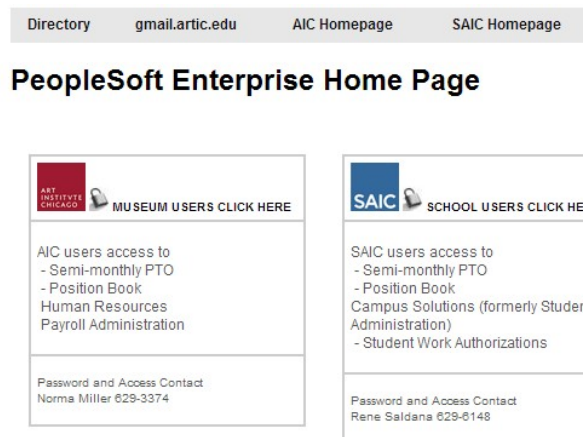
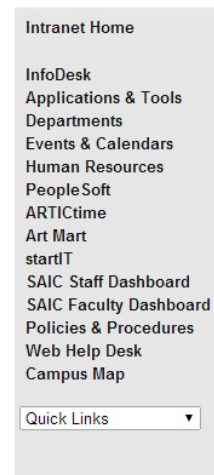


1. Go to the Intranet at <https://information.artic.edu>

2. On the sidebar menu, select “PeopleSoft”.



3. Click on “School Users Click Here”.

4. Log in using your X1 User ID/Password.

For assistance with this Login, please contact studentinfosystems@saic.edu.



5. From the menu, select “Financial Aid”.

6. Click on “Employment Authorization”.



Student Authorization

Enter any information you have and click Search. Leave fields blank

Find an Existing Value

▼ Search Criteria

ID:	begins with ▼	0012345	
Term:	begins with ▼	0930	
Last Name:	begins with ▼		
First Name:	begins with ▼		

☐ Include History ☐ Correct History

Search Clear [Basic Search](#) [Save Search Criteria](#)

7. Enter the student’s SAIC ID number. If you don’t have this information, you can enter Last Name and First Name.

8. Enter the term (e.g., 0930). If you don’t know the 4-digit term number, click the magnifying glass icon.

Upcoming Terms

1220 - Summer 2021
 1230 - Fall 2021
 1240 - Winter 2022
 1250 - Spring 2022

9. Click “Search.”

10. Complete the Work Authorization form by filling in:

- Supervisor ID (click the magnifying glass to search by name)
- Alternate Supervisor ID
- Accounting 3-Digit Dept. Number
- Select a Job Type (you only have access to the jobs that you can hire for)
- Position Title

If you have a student with two assignments (jobs) in the same department, please make sure to create distinguishable job titles. This will help when they are using the WebClock in the ARTICtime system.

Example: Assignment 1: Sharp - Technician
Assignment 2: MacLean - Technician

- Job Description
- Job Start and End Dates
- Average Hours per Week
- Hourly Rate

This top section is pre-populated with the student's data.

Name	Flintstone PhD,Fred W	ID	2335536	Academic Career	Undergraduate
Aid Year	2013	Term	0860 Summer 2012	Enrolled Credits	6.00
Domestic/International	Domestic	Valid I9 on File	No	I9 Expiration Date	

If you see a completed Work Auth., you will need to click the "Add" button for a clean page.

Find | View All First 2 of 2 Last

Operator ID	X1JHUNT	Operator Name	Hunt,Jennifer A	Operator EmplID	2069735
Term	0860	Seq. Numb	2		

Add

Supervisor ID / Name	Alt.Supervisor ID / Name
2069735 Jennifer Hunt	0240201 Antonio Hernandez-Sanchez

HR 5-Digit Dept.Number	Department Name	Accounting 3-Digit Dept.Number
70300	Administrative Services	703 Administrative Services

Fund Code 00000 (Change only if this position has a special fund code)

Position Title (up to 30 characters)

Student Job Type Student Employee - General Sharp - Office Assistant

Job Description (Federal requirement for Federal Work-Study. Please provide a complete job description.)

Filing, Answering Phones.

IMPORTANT: Do not submit the same job for a student more than once! If you need to change an already submitted auth., you must contact the Student Payroll Mgr.

Helpful Hint:

Save frequently used job descriptions in a Word doc and copy/paste them into this section.

Date Submitted by Supervisor

Student Authorized No Date Authorized

Save for later

Find First 1 of 1 Last

Effective Date 05/21/2012 Effective Sequence 0

Job Start Date 05/21/2012 Job End Date 08/15/2012

Avg. Hrs/Week	Weeks Authorized	Total Hours Authorized	Hourly Rate	Total Earnings Authorized
15.00	x 12	= 180	x 9.250000	= 1665.00

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.

Submit

Return

You can click "Save for Later" to complete at another time.

11. . When you are done completing the Work Auth, click "Submit".

12. If everything has been completed successfully, you will get the following message:



13. Your Student Employee will get an email at their saic.edu address, prompting them to approve::

Dear Fred Flintstone,

Your student employment request for position Office Assistant at department Administrative Services has been approved. Please log into your SAIC Self-Service Account using the link below to authorize the employment. You will not be able to begin working until this has been completed.

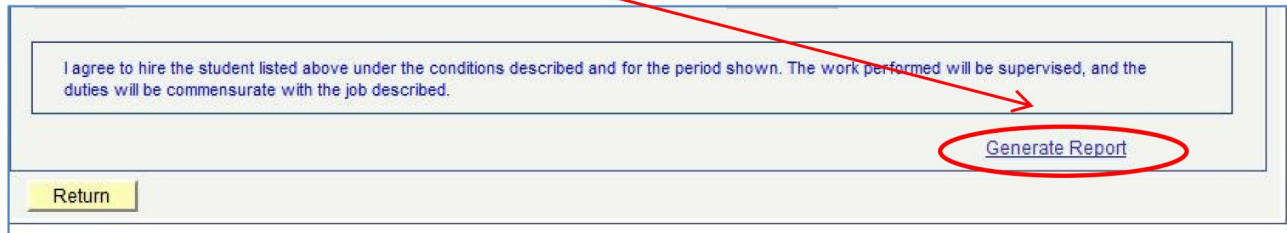
<https://csweb.artic.edu/psp/CSTMP/SELFSEV/Hrms/?cmd=login>

From the Student Center Home Page, go to Finances, and then click on Student Employment/Payroll Authorizations.

Student Self-Service



14. Once the student approves, you will be able to go back into the Work Authorization to retrieve a printable copy. Look for the “Generate Report” link on the bottom of the approved authorization.



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.

[Generate Report](#)

Return

A red arrow points from the text in the first paragraph to the 'Generate Report' link, which is circled in red.

For complete information of the student employment process, please refer to the Student Payroll page found through the SAIC homepage:

SAIC Homepage > Financial Aid and Tuition > Student Payroll

Questions?

Student Payroll
(Located within the Financial Services Office)

Sullivan Center, Suite 1200

student_payroll@saic.edu

312.629.6609
