

- Intranet Home
- InfoDesk
- Events & Calendars
- Departments
- Human Resources
- Policies & Procedures
- PeopleSoft**
- ARTICtime
- SAIC Staff Dashboard
- SAIC Faculty Dashboard
- startIT

Directory gmail.artic.edu SAIC Homepage AIC Homepage

THE ART INSTITUTE OF CHICAGO

News & Events
[Standard & Poor's Announces Upgrade to Art Institute of Chicago's Bond Rating](#)

	PeopleSoft Self-Service	Update/view your personal information
	ARTICtime WebClock	Clock in/Clock out
	ARTICtime Dashboard	Approve timesheets, manage schedules
	Art Mart	Procurement portal

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

2. On the sidebar menu, select "PeopleSoft".

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 - SAIC Staff Dashboard
 - SAIC Faculty Dashboard
 - Policies & Procedures
 - Web Help Desk
 - Campus Map
- Quick Links ▾

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PeopleSoft Enterprise Home Page

<p>MUSEUM USERS CLICK HERE</p> <p>AIC users access to</p> <ul style="list-style-type: none"> - Semi-monthly PTO - Position Book Human Resources Payroll Administration <p>Password and Access Contact Norma Miller 629-3374</p>	<p>SCHOOL USERS CLICK HERE</p> <p>SAIC users access to</p> <ul style="list-style-type: none"> - Semi-monthly PTO - Position Book Campus Solutions (formerly Student Administration) - Student Work Authorizations <p>Password and Access Contact Rene Saldana 629-6148</p>
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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.

PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;">Sign In</p> <p style="text-align: center;">Set Trace Flags</p>	<p>Select a Language:</p> <table border="0"> <tr> <td>English</td> <td>Español</td> </tr> <tr> <td>Dansk</td> <td>Deutsch</td> </tr> <tr> <td>Français</td> <td>Français du Canada</td> </tr> <tr> <td>Italiano</td> <td>Magyar</td> </tr> <tr> <td>Nederlands</td> <td>Norsk</td> </tr> <tr> <td>Polski</td> <td>Português</td> </tr> <tr> <td>Suomi</td> <td>Svenska</td> </tr> <tr> <td>Čeština</td> <td>日本語</td> </tr> <tr> <td>한국어</td> <td>Русский</td> </tr> <tr> <td>ไทย</td> <td>简体中文</td> </tr> <tr> <td>繁體中文</td> <td>العربية</td> </tr> <tr> <td>UK English</td> <td></td> </tr> </table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
English	Español																								
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UK English																									



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.

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

Add

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.

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

Student Job Type	Position Title (up to 30 characters)
Student Employee - General	Sharp - Office Assistant

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

Helpful Hint:

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

Date Submitted by Supervisor	Save for later
Student Authorized No	Date Authorized

Save for later

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

Effective Date	Effective Sequence
05/21/2012	0
Job Start Date	Job End Date
05/21/2012	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

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.

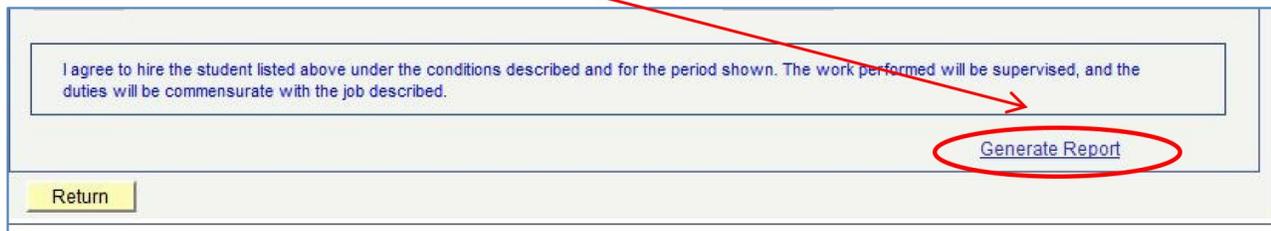
<https://csweb.artic.edu/psp/CSTMP/SELFSERV/HRMS/?cmd=login>

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 above to the 'Generate Report' link, which is circled in red. A yellow 'Return' button is located at the bottom left of the form.

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
