

**2024-25 SAIC STUDENT PAYROLL CALENDAR, BI-WEEKLY**

Term	Pay Period Cycle #	Period Begin Date	Period End Date	Timesheet Due Date	ACH Deposit/Check Date	NOTES:
		Monday	Sunday	Monday	Thursday/Friday	
SP/SU 24	1	5/6/2024	5/19/2024	5/20/2024	5/30/2024	
SU	2	5/20/2024	6/2/2024	6/3/2024	6/13/2024	Memorial Day 5/27/24
SU	3	6/3/2024	6/16/2024	6/17/2024	6/27/2024	
SU	4	6/17/2024	6/30/2024	7/1/2024	7/11/2024	Juneteenth 6/19/24
SU	5	7/1/2024	7/14/2024	7/15/2024	7/25/2024	Independence Day 7/4/2024
SU	6	7/15/2024	7/28/2024	7/29/2024	8/8/2024	
SU	7	7/29/2024	8/11/2024	8/12/2024	8/22/2024	
SU	8	8/12/2024	8/25/2024	8/26/2024	9/5/2024	
SU/FA 24	9	8/26/2024	9/8/2024	9/9/2024	9/19/2024	Labor Day 9/2/24
FA	10	9/9/2024	9/22/2024	9/23/2024	10/3/2024	
FA	11	9/23/2024	10/6/2024	10/7/2024	10/17/2024	
FA	12	10/7/2024	10/20/2024	10/21/2024	10/31/2024	
FA	13	10/21/2024	11/3/2024	11/4/2024	11/14/2024	
FA	14	11/4/2024	11/17/2024	11/18/2024	11/29/2024	
FA	15	11/18/2024	12/1/2024	12/2/2024	12/12/2024	PAY RECEIVED FRIDAY DUE TO Thanksgiving
FA	16	12/2/2024	12/15/2024	12/16/2024	12/26/2023	
WI-25	17	12/16/2024	12/29/2024	12/30/2024	1/9/2025	Winter Break 12/26 - 12/31
WI	18	12/30/2024	1/12/2025	1/13/2025	1/23/2025	New Year's Holiday 1/1/25
WI/SP 25	19	1/13/2025	1/26/2025	1/27/2025	2/6/2025	Martin Luther King Jr. Day 1/20/25
SP	20	1/27/2025	2/9/2025	2/10/2025	2/20/2025	
SP	21	2/10/2025	2/23/2025	2/24/2025	3/6/2025	
SP	22	2/24/2025	3/9/2025	3/10/2025	3/20/2025	
SP	23	3/10/2025	3/23/2025	3/24/2025	4/3/2025	Spring Break 3/20/25 - 3/23/25
SP	24	3/24/2025	4/6/2025	4/7/2025	4/17/2025	
SP	25	4/7/2025	4/20/2025	4/21/2025	5/1/2025	
SP	26	4/21/2025	5/4/2025	5/5/2025	5/15/2025	
SP	1	5/5/2025	5/19/2025	5/20/2025	5/30/2025	

\*For pay weeks that contain an Institute or banking holiday, direct deposits will fall on Friday instead of Thursday

## **2024-25 Student Employment Work Authorization Terms**

<b>Summer 2024</b>	<b>SU-24</b>	<b>05/13/24 through 08/27/24</b>
<b>Fall 2024</b>	<b>FA-24</b>	<b>08/28/24 through 12/16/24</b>
<b>Winter 2025</b>	<b>WI-25</b>	<b>12/17/24 through 01/22/25</b>
<b>Spring 2025</b>	<b>SP-25</b>	<b>01/23/25 through 05/11/25</b>

### **PeopleSoft Online Work Authorization Information**

- Work Authorizations are completed online in PeopleSoft Student Administration by Supervisors or other approved staff using a PeopleSoft Login beginning with X1
- Students must approve the Work Authorization in SAIC Self-Service
- A job will not appear in ARTICtime until the student approves the Work Authorization. Once the student approves the Work Authorization the job assignment information is transmitted to ARTICtime through an overnight process.
- Work Authorizations must be completed by the Supervisor and approved by the student BEFORE the student begins working

### **ARTICtime Online Timesheet Information**

**ARTICtime Dashboard** – Students use this tool to view and submit timesheets and Supervisors view, edit and approve student timesheets. The Dashboard can be accessed from any computer, globally, with Internet Access at [artitime.artic.edu](http://artitime.artic.edu).

**ARTICtime WebClock** - Most students record their time by 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 of where their designated ARTICtime WebClock login computer is located in their work area, as applicable

**Elapsed Time** – Most CAPX and undergraduate TA position do not use the ARTICtime WebClock but record their time through a method called Elapsed Time. Elapsed Time users simply log into the ARTICtime Dashboard and record the number of hours (not including breaks or lunch) they worked on the specified day.

**Teaching Assistants** - Graduate Students with Teaching Assistant (formerly TA-B) or Instructor of Record (formerly TA-A) positions will be paid via a stipend. They will no longer be required to log hours into a timesheet.

### **Submitting & Approving Timesheets For Payment**

#### **For Students – Submitting Timesheets**

- Students must submit their timesheet for approval on or after the last day they have worked during each Pay Period. Timesheets must be submitted no later than 10am on the Monday following the end of the Pay Period.
- Submitting the timesheet is the equivalent of providing a digital signature, confirming that the hours reported are accurate. Students should communicate with their supervisor if they find any errors.

#### **For Supervisors - Approving Timesheets**

- After the students submit their timesheets supervisors must review, edit and approve students' timesheets. Timesheets must be approved by 3pm on the Monday following the end of the Pay Period.
- Before approval, Supervisors should review each student's recorded time for accuracy
- Fix all exception errors and warnings as applicable. Note: This is not complete until no red exception flags remain on the time sheet
- Supervisors may enter a Performance code of "Satisfactory" or "Unsatisfactory" for the Pay Period