Student Employee UKG Guide

Last updated 4/29/2025

Please reach out to studentpayroll@saic.edu with any questions about this guide.

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Getting Started

Background

Starting with summer term 2025, UKG is the timekeeping system for student employees at the School of the Art Institute of Chicago. This reference guide covers everything student employees need to know about using UKG.

The work authorization process in PeopleSoft Campus Solutions remains the starting point for student employment, and approved work authorizations will flow to UKG. Refer to the Student Employment site for more information.

In UKG, student employees are responsible for:

- clocking in and out of the UKG web clock at the start and end of your shift every day you work, as well any lunch breaks
- approving your timecard at the end of each pay period
- communicating any needed corrections with your supervisor(s)
- setting up your direct deposit
- making any changes to your tax setup
- submitting requests for Sick Leave, if you have an available balance you'd like to use

Supervisors of student employees are responsible for:

- ensuring student employee time is timely and correctly entered in UKG by regularly reviewing and correcting timecards
- fixing any errors such as missed punches
- approving student employee timecards at the end of each pay period
- approving requests for Sick Leave
- communicating any issues with Student Payroll

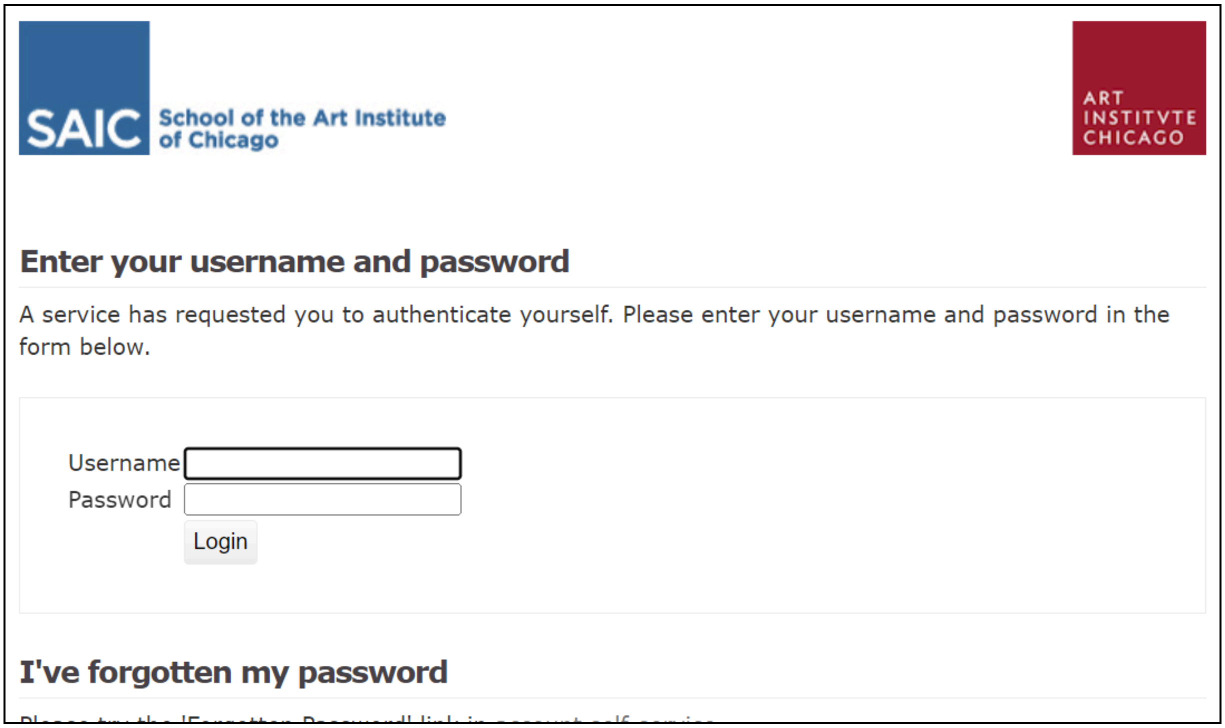
Logging into the UKG Platform

URL: ukg.artic.edu

Open a web browser and navigate to ukg.artic.edu to access UKG.

- Use single-sign on to access UKG: enter your Artic email account username and password.

Note: VPN is not required to access UKG.



- You will navigate to the UKG Homepage.

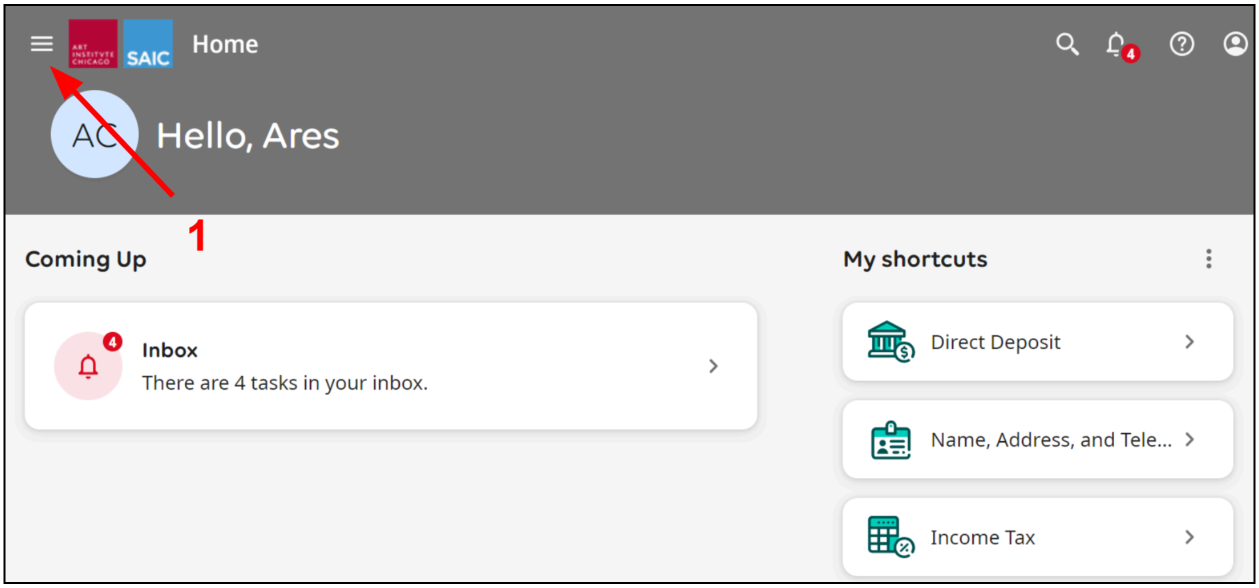
Navigating My Home Page

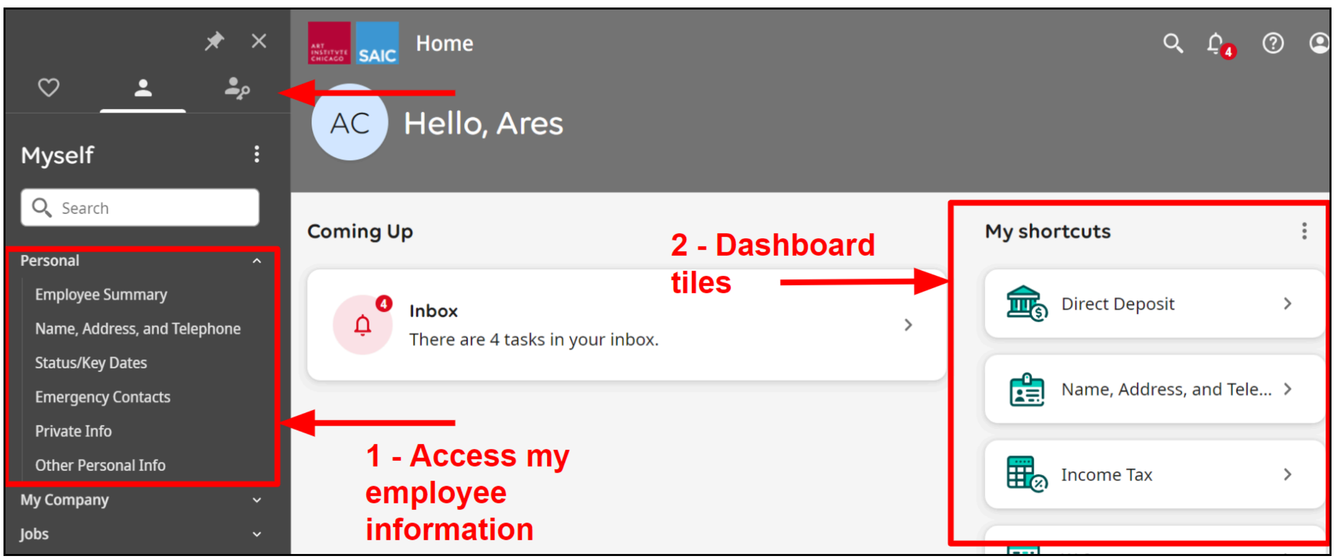
Navigation to UKG sections and pages

1. **Access the side navigation menu**

You can find the menu bar in the upper left area of your main page when you log in. The icons across the top of this menu may include:

- Favorites
- Myself





Click on any of the links to get your employee information.

2. **Access some of your personal information from the dashboard**

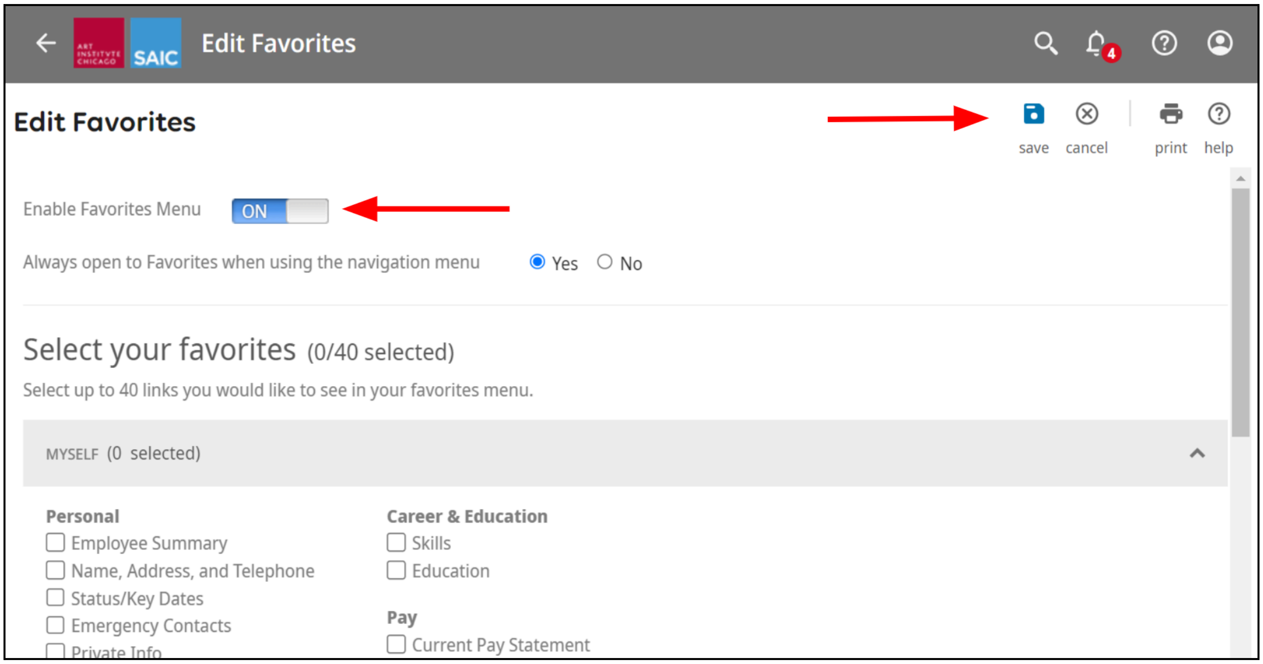
Find shortcuts to some personal information on the right side of the dashboard, including:

- Name, Address, Telephone
- Direct Deposit

Customizing My Favorites Menu

You can customize your favorites section with shortcuts to access common areas of the system. This section will allow you to create a menu view that you prefer. In UKG, there are multiple ways to get to a common section.

- In the favorites menu click **Edit Favorites.**
- On the edit screen, select any available category that you want to include.
- You can choose to open to your favorites view by default when logging into UKG.
- Click **Save** when complete.



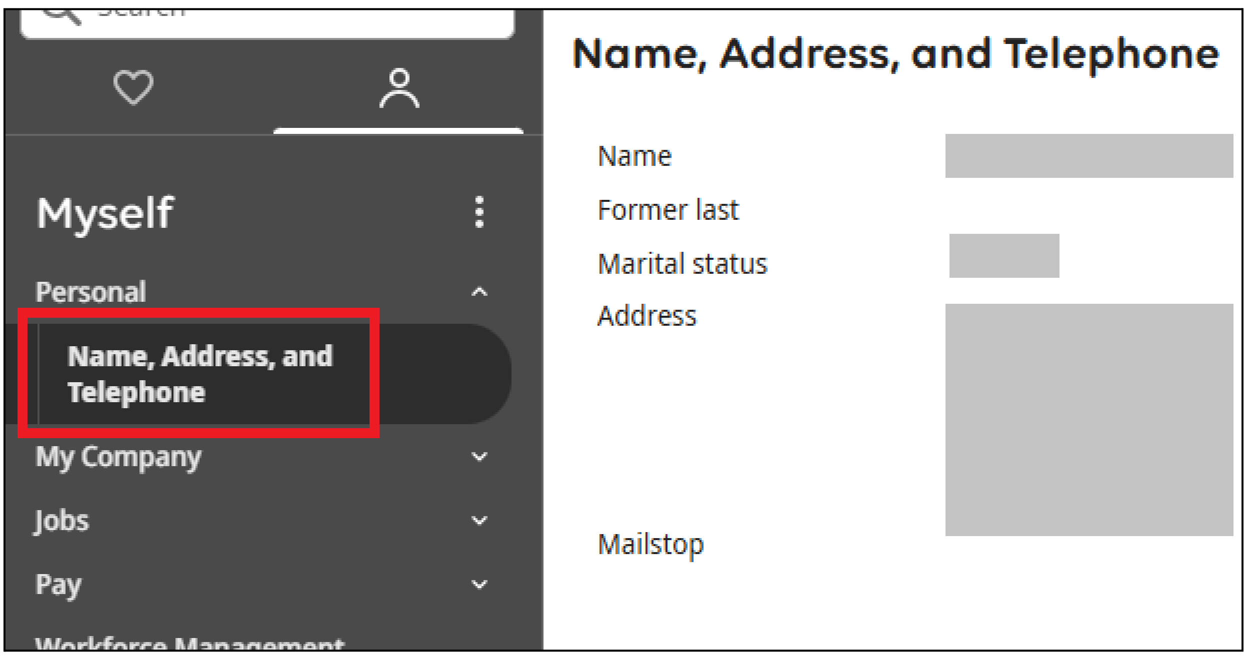
Personal, Job, and Pay Information

Accessing My Information

Name, Address, and Telephone

This page displays your name, the address that is used for payroll, phone number, and email.

Navigation: Menu> Myself> Jobs> Job Summary



Your address cannot be changed in UKG. Address information should be maintained in PeopleSoft Campus Solutions / Self Service.

- The Payroll Address is on the Student Homepage > Other Services tab in PeopleSoft. This is the primary address used by Payroll and displayed in UKG.

Job Information for Student Employees

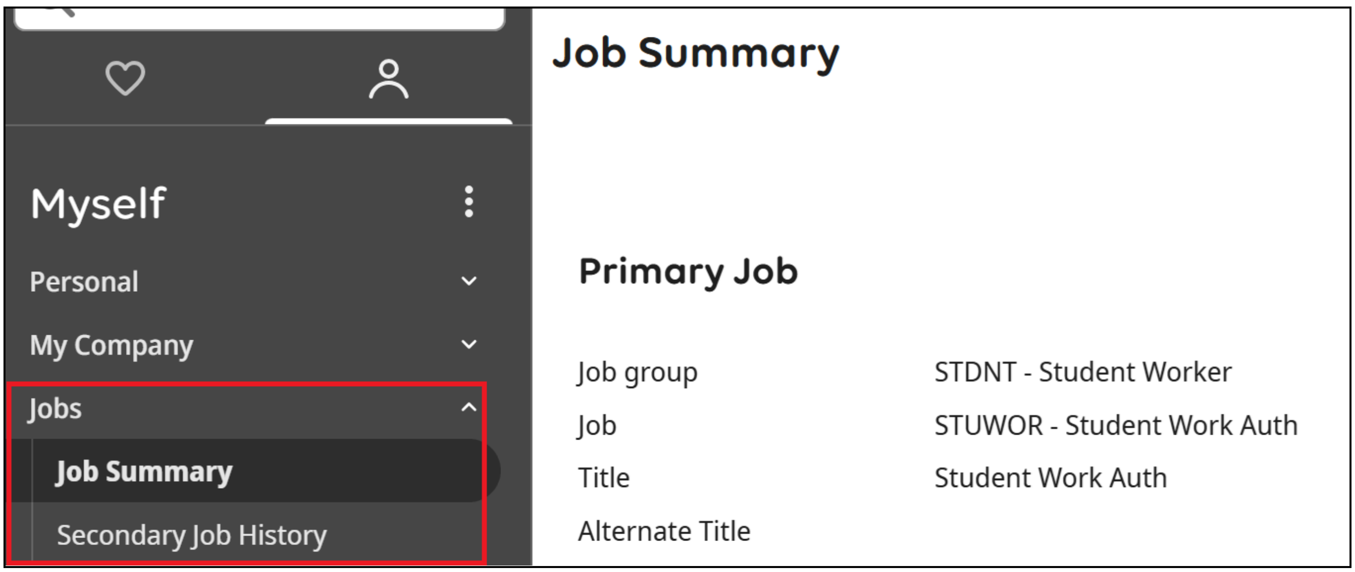
All student employees have a default primary, generic job in UKG titled “Assignment”. This job acts as a placeholder allowing students to hold several different jobs of varying lengths throughout their time at the School. **Time should never be entered on the primary “Assignment” job. Time entered on this job is not paid.**

Each real assignment held by a student employee will appear in UKG as a secondary job. These secondary jobs are created from the Work Authorization process by the student’s supervisor.

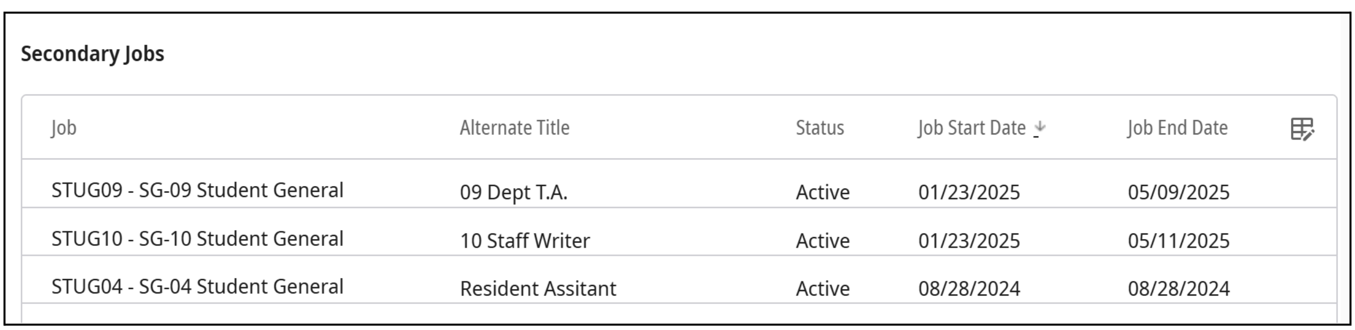
Job Summary

You can view any information pertaining to your jobs under Job Summary.

Navigation: Menu> Myself> Jobs> Job Summary



Scroll down to view the Secondary Jobs section, which displays the names and dates of the specific assignments.



Secondary Jobs

Job	Alternate Title	Status	Job Start Date	Job End Date
STUG09 - SG-09 Student General	09 Dept T.A.	Active	01/23/2025	05/09/2025
STUG10 - SG-10 Student General	10 Staff Writer	Active	01/23/2025	05/11/2025
STUG04 - SG-04 Student General	Resident Assitant	Active	08/28/2024	08/28/2024

Secondary Job History

You can also view your secondary job information under the Secondary Job History tab. This tab shows every change made to your assignments.

View Job Opportunities

The View Opportunities section of My Company launches the internal job board.

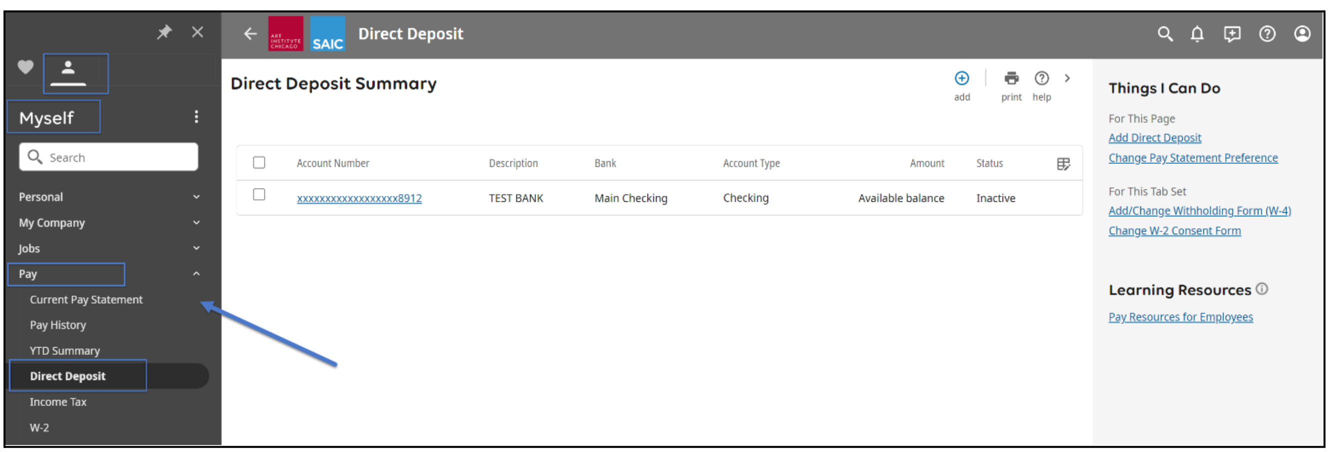
Note: this is the job board for staff positions.

Navigation: Menu > My Company > View Opportunities

How to Add or Change My Direct Deposit

Navigation: **Menu > Myself > Pay > Direct Deposit**

Navigate to the Direct Deposit section under Pay to view, add, or change your direct deposit settings.



You can create the following types of direct deposit accounts:

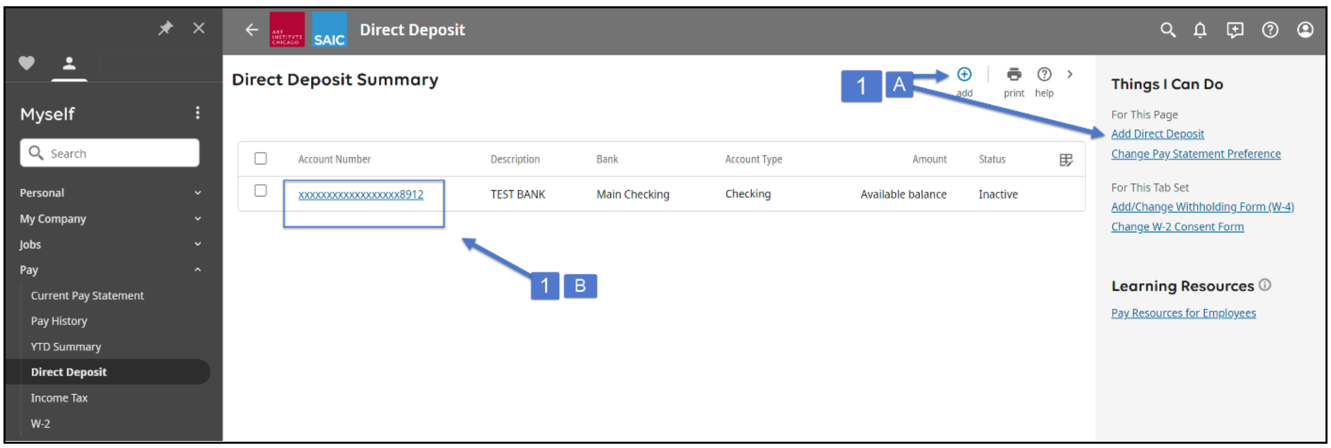
- **Percentage** - Sends a percentage of your net pay to the designated direct deposit account.
- **Flat Amount** - Sends a flat dollar amount of the net pay to the specified direct deposit account.

*Note: You can create either **flat amount** or **percentage accounts**, but you cannot create a combination of both flat amount and percentage accounts.*

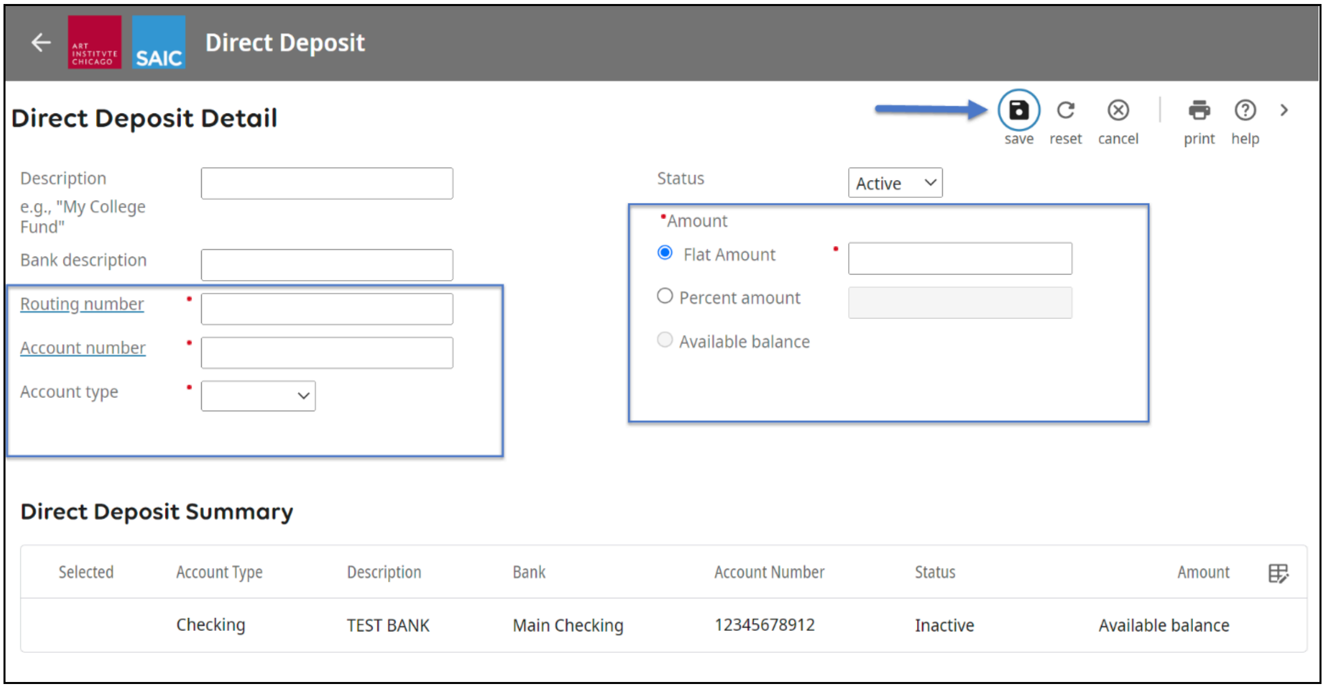
- **Available Balance** – You are required to have at least one account listed as available balance. This will allocate your full net pay or will send the remaining net pay after other direct deposit account rules (percentage or flat amount) have been applied.

Note: Net pay is the amount you receive after all required deductions and taxes have been subtracted from your gross pay.

1. From the Direct Deposit Summary page, complete one of the following:
   a. To add a direct deposit account, select **Add**.
   b. To change direct deposit account information, just select an account from the list.



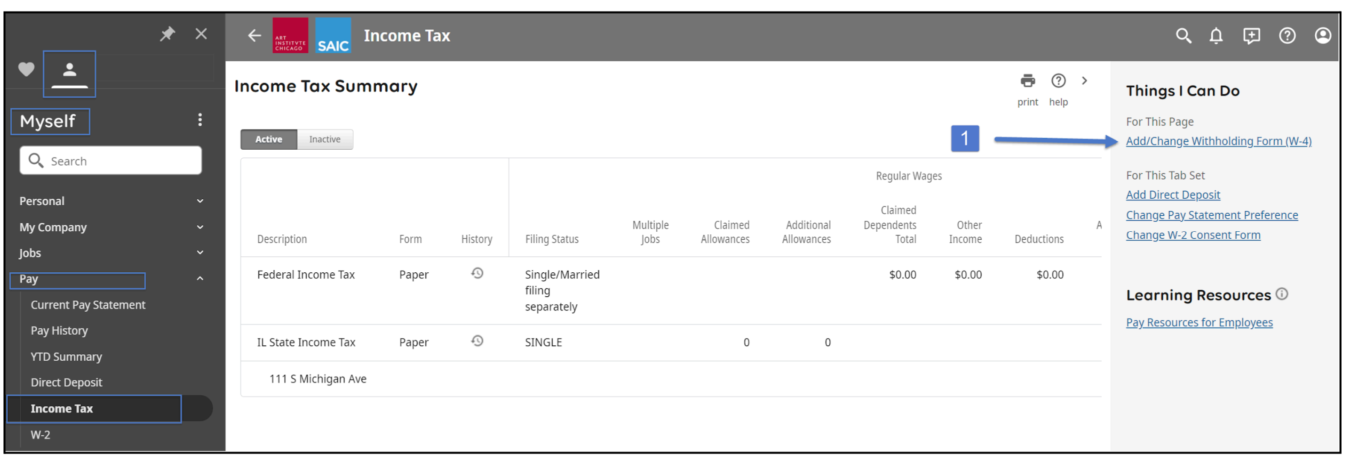
2. From the Direct Deposit Detail page, enter an account description, *if desired*.
3. Enter a bank description.
4. Enter a routing number and an account number. Confirm with your financial institution the correct ABA routing number specific to your Direct Deposit.
5. Select a bank account type.
6. Select the status of Active or Inactive for the account.
7. In the Amount section, complete one of the following:
   a. To specify a specific dollar amount, select the **Flat Amount** button and enter the dollar amount without a dollar sign.
   b. To specify a specific percentage, select the **Percent Amoun**t button and enter the percentage without a percentage sign.
   c. To specify the available balance, select the **Available Balance** radio button.
8. Click on **Save**.



How to Add/Change Personal Tax Information

Navigation: **Menu > Myself > Pay > Income Tax**

1. From the Income Tax Summary page, click on **Add/Change Withholding Form** (W4) under the ***Things I Can Do*** links on the right of the page.



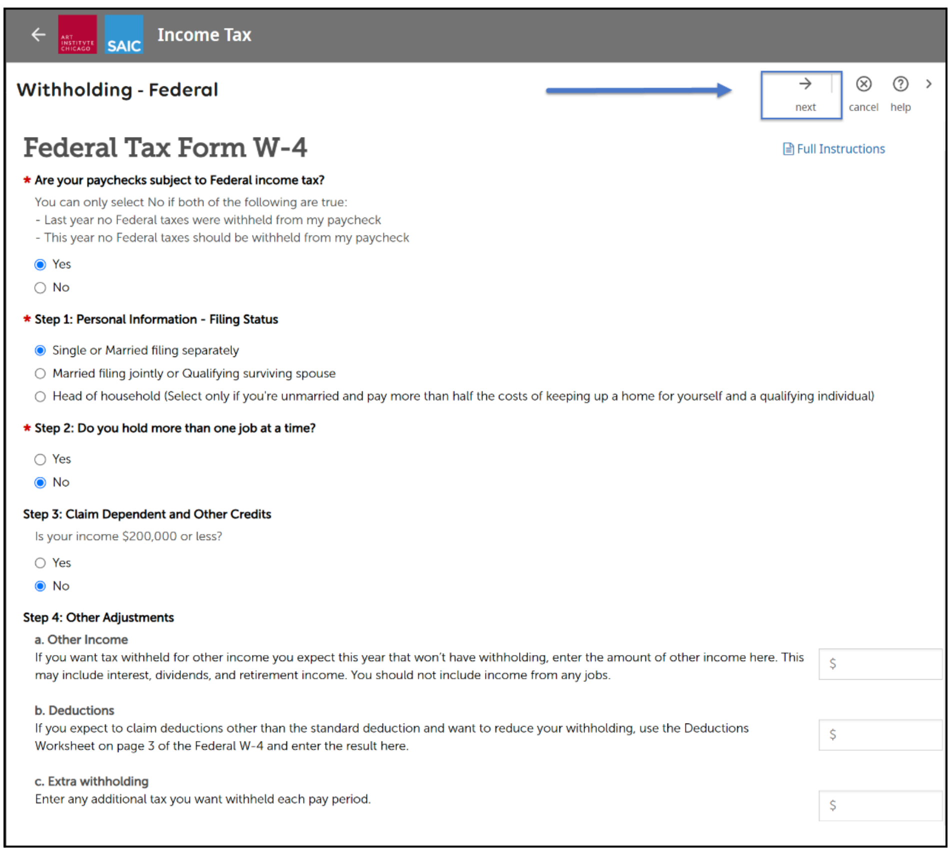
2. To update Federal or Non-Resident withholding, click on the appropriate link for Employee's Withholding Certificate (W-4).
3. To update State withholding, click on the link for the state.


Withholding Forms (W-4)

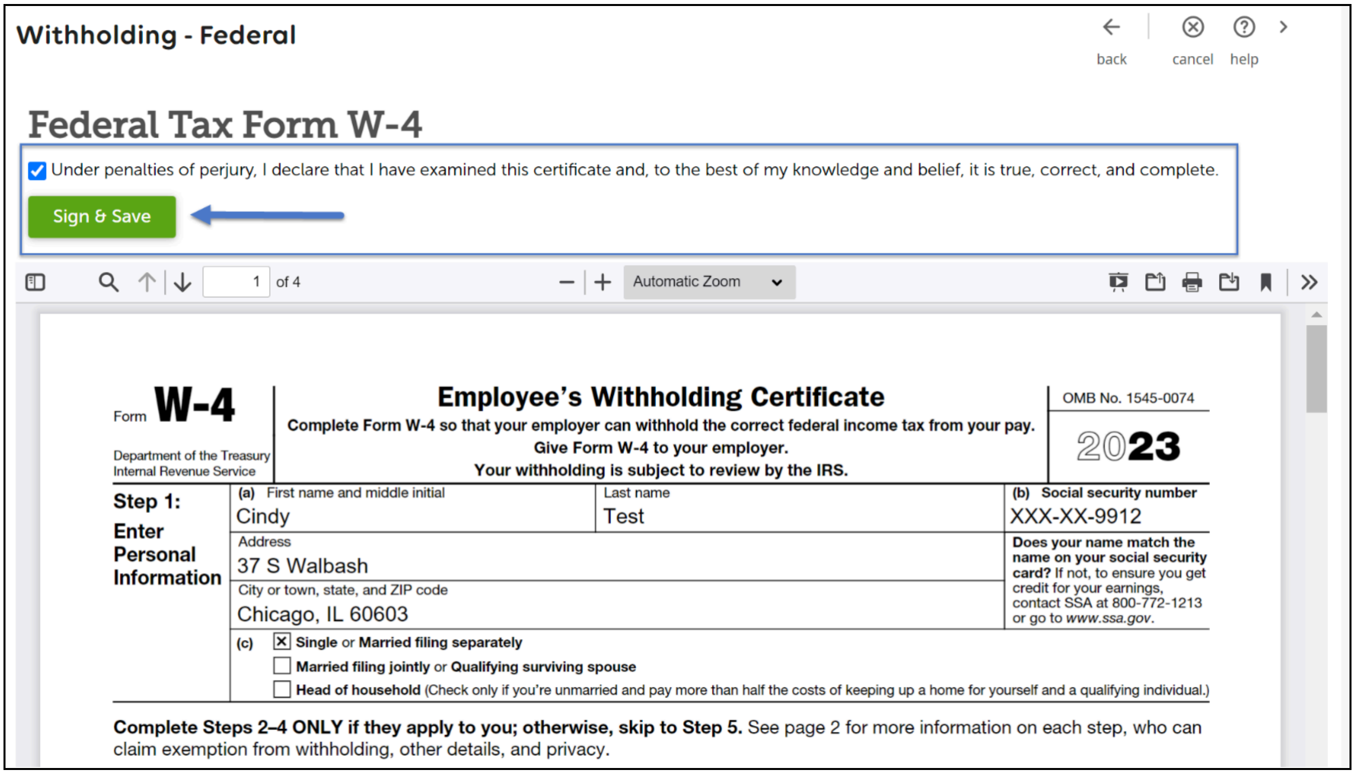
Add/Change Withholding Form (W-4)

Description	Form
Federal	• Employee's Withholding Certificate (W-4) • Certificado de Retenciones del Empleado (W-4(SP)) • Employee's Withholding Certificate (W-4 (Non-Resident Alien))
Illinois	Illinois (IL-W-4)

4. Answer each question on the page as they appear.



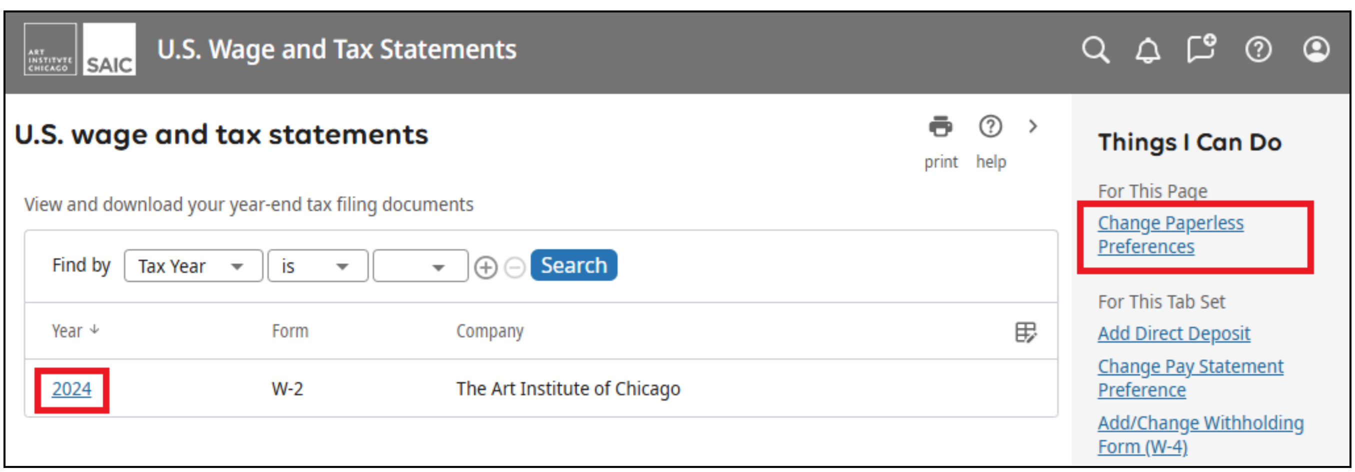
5. Click **Next** to preview the form.
6. Check the box to affirm that you have reviewed and approved the form.
7. Click on **Sign** and **Save**.



How to View My W-2

Navigation: **Menu > Myself > Pay > U.S. Wage and Tax Statements**

1. On the U.S. wage and tax statements page, you can find copies of your W-2 forms, starting in 2024.
2. To open, print, or download a W-2, click the hyperlink year. You can also search for a specific year's form using the "Find by" search bar.

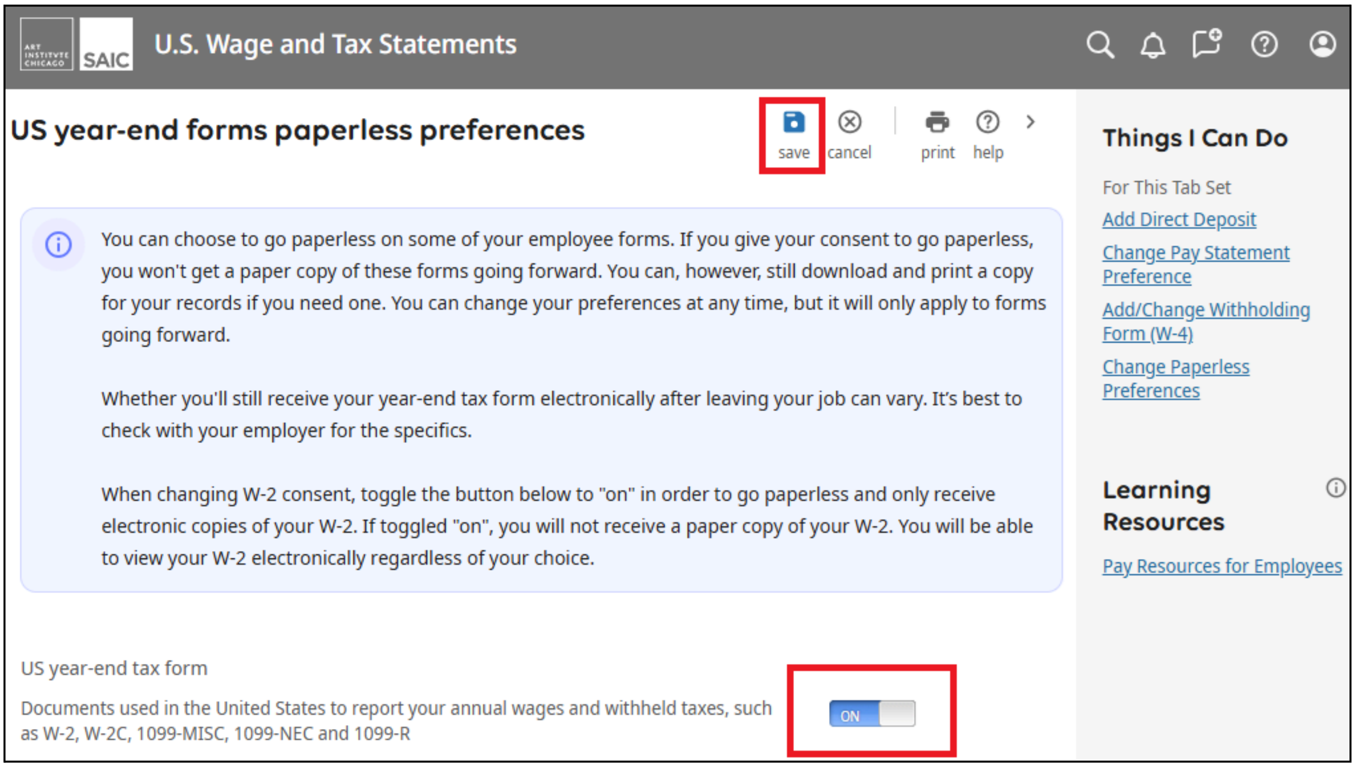


Opt-In to Electronic W-2s

You can elect to receive your W-2 form only electronically in UKG. Once selected, you will not receive a paper copy of your form mailed to you. Instead, you will be able to easily download and print your forms from UKG as soon as they become available.

1. On the U.S. wage and tax statements page, expand the right-side menu and select "Change Paperless Preferences".
2. To "go paperless", toggle the bottom button to "On."
3. Click Save.

You may change your selection at any time in the future.



How to View My Pay Information

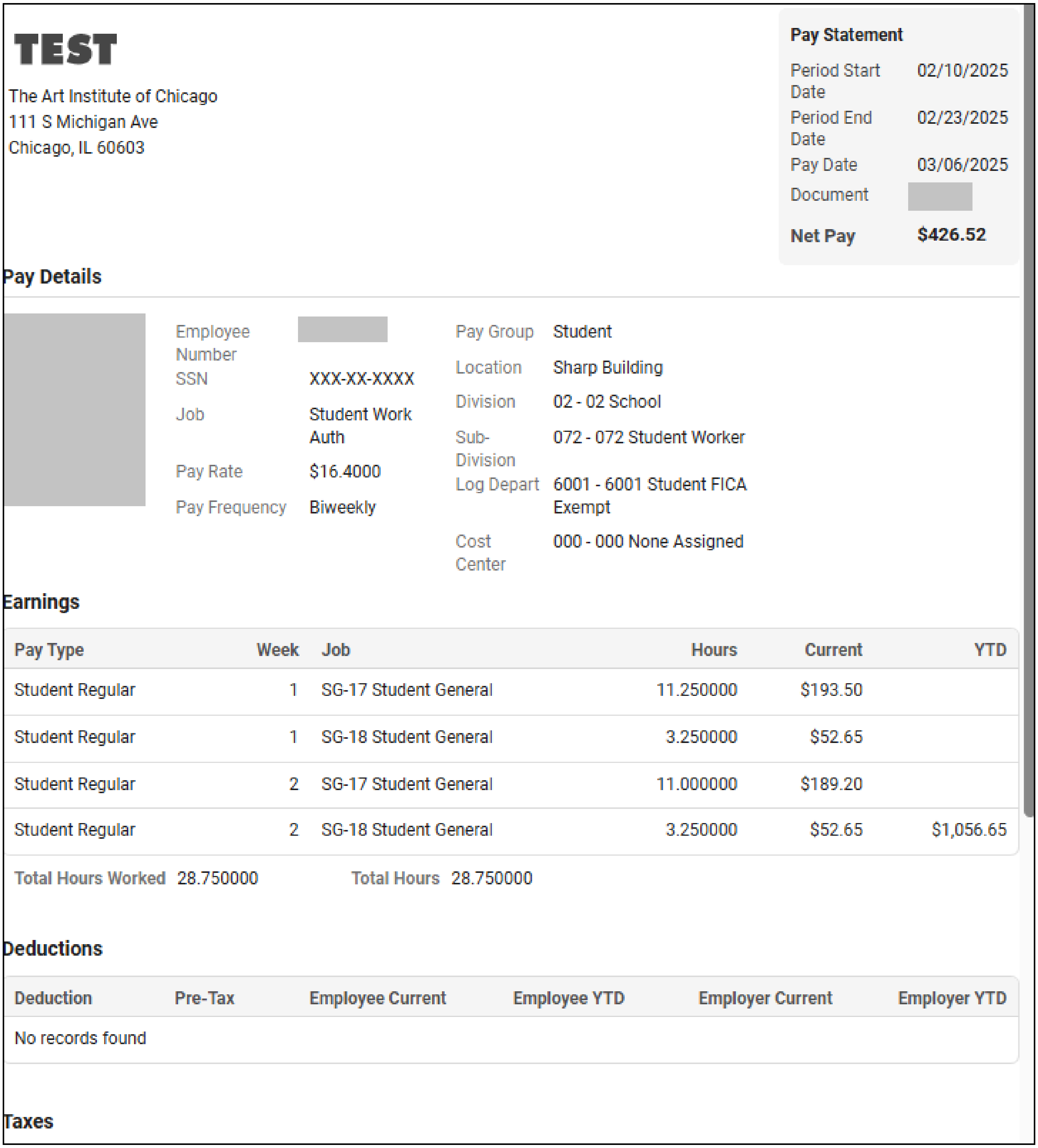
Navigation: **Menu > Myself > Pay**

View Current Pay Statement

To view your current pay statement, go to: **Navigation: Menu >Myself > Pay > Current Pay Statement**

Pay statements provide you with a breakdown of all your earnings, deductions, taxes, etc.

Note: Pay statements can be downloaded or printed if needed.



TEST

The Art Institute of Chicago
111 S Michigan Ave
Chicago, IL 60603

Pay Statement

Period Start Date	02/10/2025
Period End Date	02/23/2025
Pay Date	03/06/2025
Document	
Net Pay	**$426.52**

Pay Details

Employee Number		Pay Group	Student
SSN	XXX-XX-XXXX	Location	Sharp Building
Job	Student Work Auth	Division	02 - 02 School
Pay Rate	$16.4000	Sub-Division	072 - 072 Student Worker
Pay Frequency	Biweekly	Log Depart	6001 - 6001 Student FICA Exempt
		Cost Center	000 - 000 None Assigned

Earnings

Pay Type	Week	Job	Hours	Current	YTD
Student Regular	1	SG-17 Student General	11.250000	$193.50	
Student Regular	1	SG-18 Student General	3.250000	$52.65	
Student Regular	2	SG-17 Student General	11.000000	$189.20	
Student Regular	2	SG-18 Student General	3.250000	$52.65	$1,056.65

Total Hours Worked 28.750000 Total Hours 28.750000

Deductions

Deduction	Pre-Tax	Employee Current	Employee YTD	Employer Current	Employer YTD
No records found					

Taxes

View My Pay History

To view your past pay statements, go to: **Myself > Pay > Pay History**

- Pay history provides you with an overview of each pay statement by listing the net pay, earnings deductions, etc.
- Each pay statement can be printed and downloaded at any time.
- To access a previous pay statement, click on the pay date of the pay statement you would like to view.

Note: Paychecks starting in 2024 are in UKG. Previous paychecks can be found in PeopleSoft Self Service.

☐	07/24/2020	90530	$2,951.30	$3,815.85	$0.00	$864.55
☐	07/10/2020	90400	$2,951.30	$3,815.85	$0.00	$864.55
☐	06/26/2020	90109	$2,951.29	$3,815.85	$0.00	$864.56
☐	06/12/2020	89923	$2,951.30	$3,815.85	$0.00	$864.55

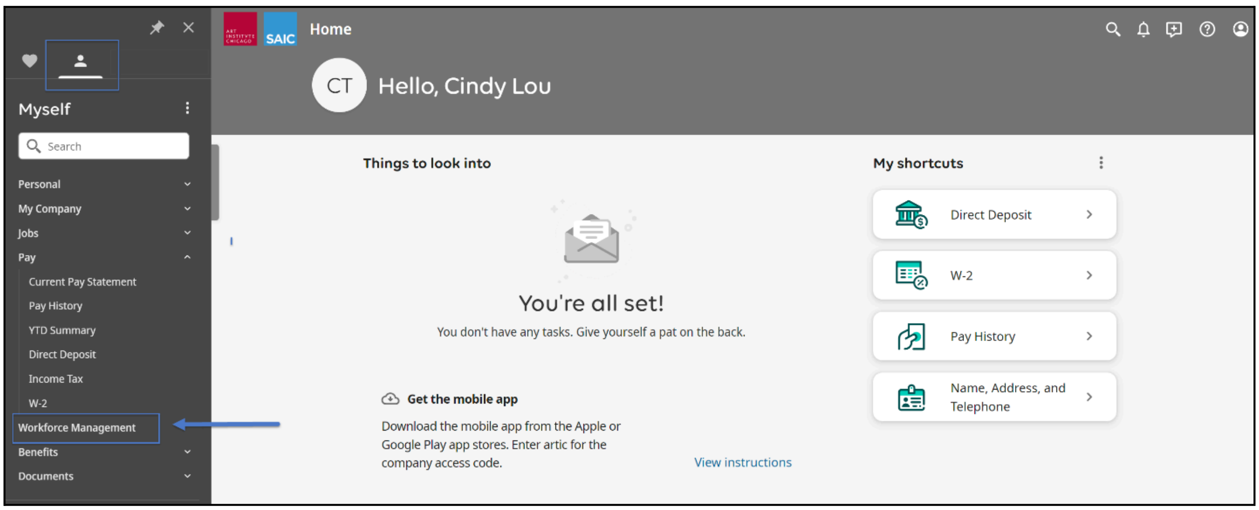
Timekeeping and Time Off

Navigating to Workforce Management (WFM)

Workforce Management (WFM) is the UKG module used to manage time entry, timecards, and time off for all employees. This replaces ARTICtime.

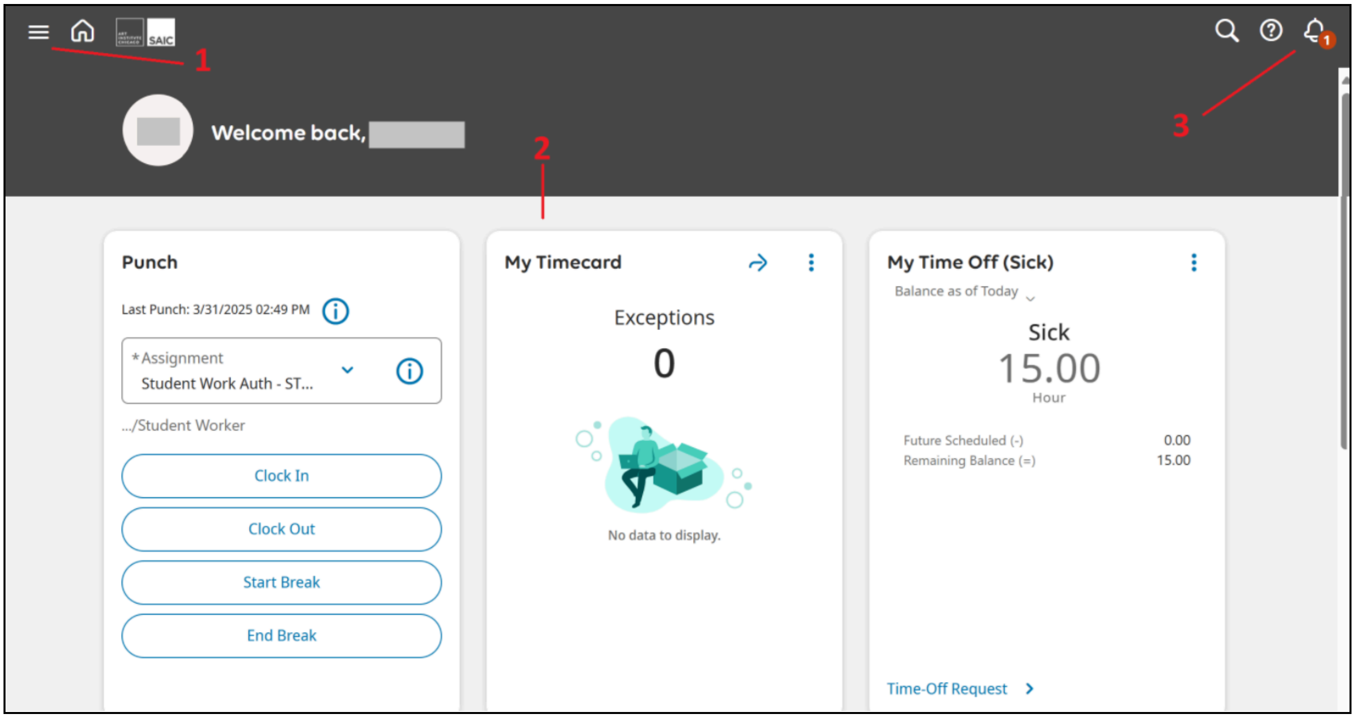
Navigation: **Menu > Myself > Workforce Management**

**Workforce Management will open as a separate tab.*



Workforce Management for Student Employees

1. **Main Menu** - This will open the menu within Workforce Management.
2. **Dashboard Tiles** - These tiles allow you quick access to various functions, including:
    a. Recording your time
    b. Viewing your timecard
    c. Viewing your time off accruals and requesting time off
    d. Viewing your UKG notifications
3. **The Search function and the Notification Bell** can be found in the top right corner. The Notification Bell informs you if you have an action to take, such as approving a time off request.
4.



Clocking In and Out / Recording Time for Student Employees

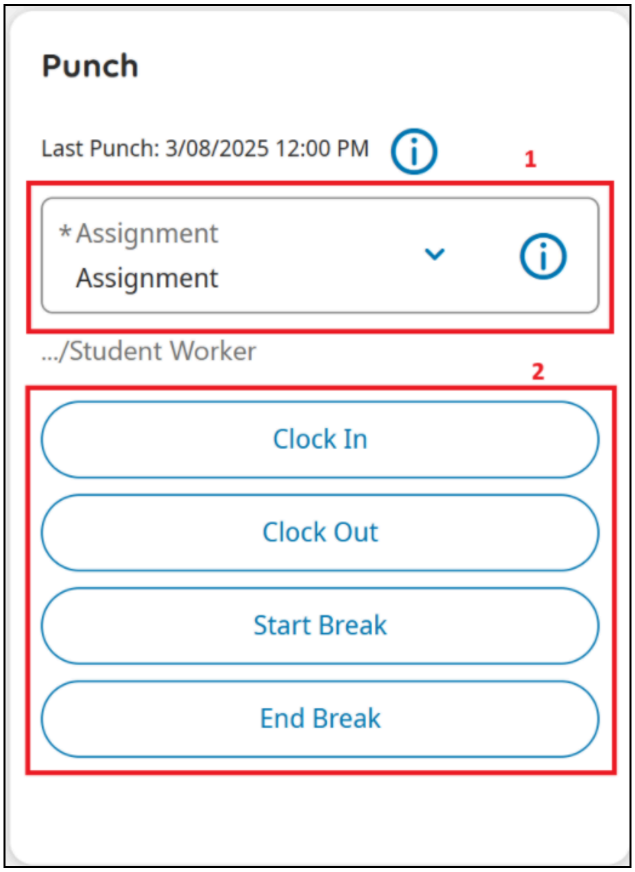
Recording Time with the Web Clock

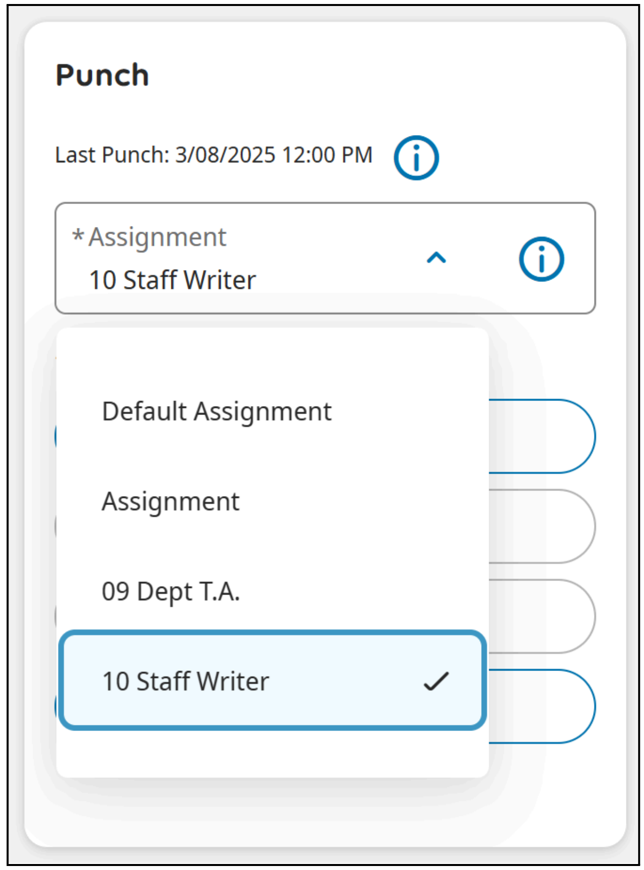
You can clock in and out directly from the Punch tile on the Workforce Management homepage:

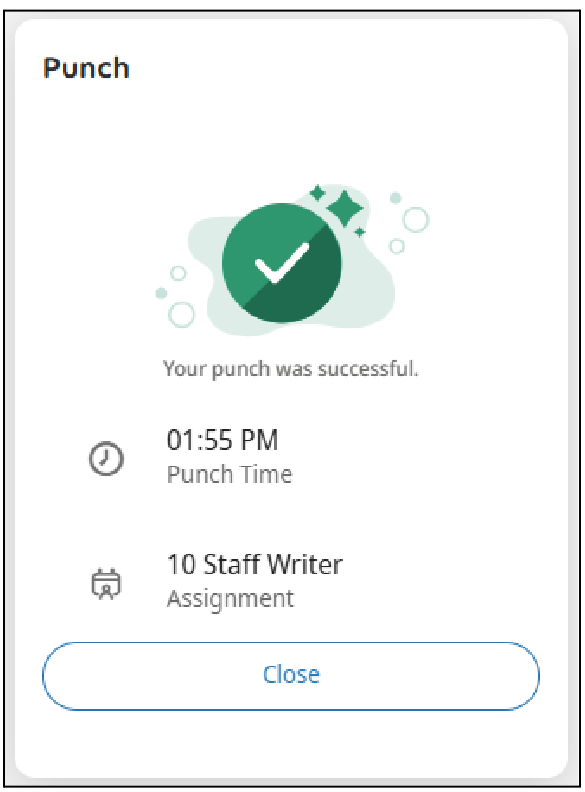
1. **Select the assignment that you are entering time for.** The primary "Assignment" job appears by default–you must select the Assignment drop-down and choose another assignment in order to be paid accurately.

Note: Student employees are required to select an assignment when they enter time, and supervisors can see which assignment is correlated to specific time entries on the student's timecard.

2. Select the action you wish to take (Clock In, Clock Out, Start Break, End Break)
3. Your punch will display a successful submission and be placed on your timecard. **You do not need to do anything else**. You can review this punch on your timecard.

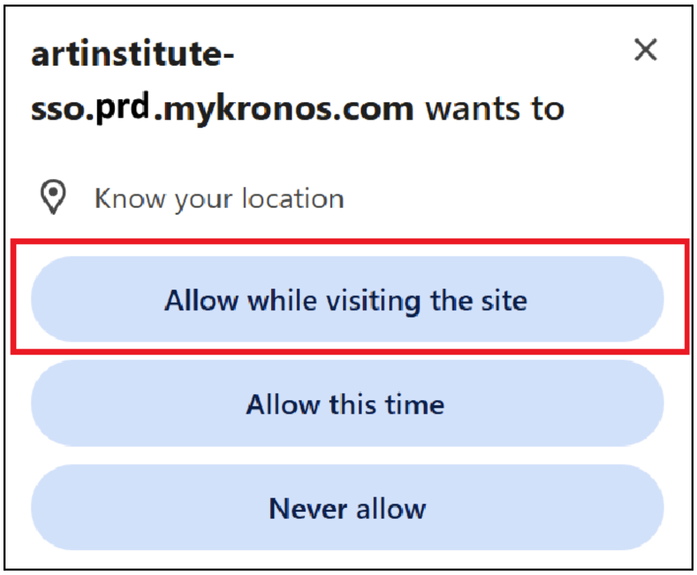

Punch
Last Punch: 3/08/2025 12:00 PM
1
* Assignment
Assignment
.../Student Worker
2
Clock In
Clock Out
Start Break
End Break


Punch
Last Punch: 3/08/2025 12:00 PM
* Assignment
10 Staff Writer
Default Assignment
Assignment
09 Dept T.A.
10 Staff Writer

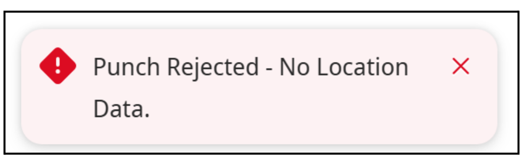

Punch
Your punch was successful.
01:55 PM
Punch Time
10 Staff Writer
Assignment
Close

Location Data

While you can clock in or out from any location, location-sharing needs to be enabled for all UKG web clock services. If location sharing is not already activated on whichever device you're using to clock in or out, you will be prompted to share location data the next time you access the UKG web clock. Make sure to accept the location popup. This should occur only one time per device or browser.



Note: If you receive an error message stating "Punch Rejected - No Location Data", your time entry has NOT been recorded.



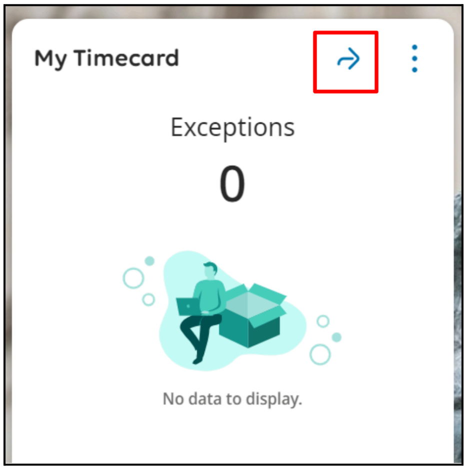
If using a web browser, you will need to change its privacy and security settings to allow or prompt for location sharing. If using the mobile app, you will need to turn on location settings in your phone settings. If you are having trouble with these settings, please contact CRIT Helpdesk for assistance with location settings.

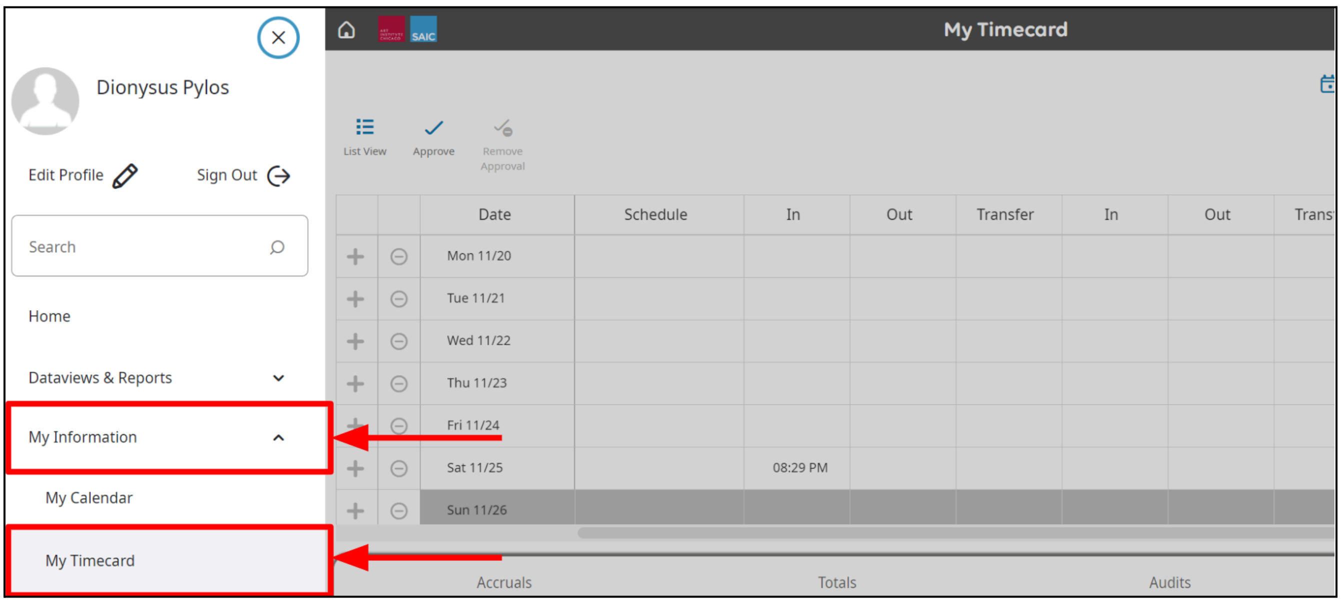
Accessing and Reviewing my Timecard

Accessing My Timecard - Student Employees

You can access your timecard by:

- Clicking the arrow on your ***My Timecard*** tile, which will open your current timecard, ***or***
- Navigating to the menu pane. Click ***My Information*** then ***My Timecard.***

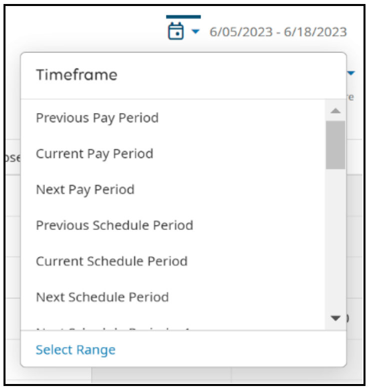




Reviewing My Timecard - Student Employees

On the **My Timecard** screen, you can view your punch dates, punch times, and total hours.

1. **Timeframe**: In the top right corner there is a timeframe field that you can change. You will have options to review your current pay period, previous pay period, or select a custom range by clicking on the calendar icon. By default, Current Pay Period is selected.



2. The **Date field** indicates the date(s) you are reviewing.
3. The **Assignment** column will indicate which job the corresponding time entries belong to.
4. The **In** column will indicate your clock-in time for the date(s) you are reviewing.
5. The **Out** column will indicate your clock-out time for the date(s) you are reviewing.
6. The **Daily** and **Period** columns will indicate your total hours.
    a. The **Daily** column shows your combined total for the day.
    b. The **Period** column shows your running total for the time period selected.

Note: in UKG, you will have one timecard that will include all of your assignments, instead of multiple timecards.

Understanding Timecard Formatting

Timecard Colors

The cells and text of timecards sometimes have colors, and the colors have meanings. Below is a table of what the colors mean on the timecard.

Yellow background	Timecard approved by employee but not by manager.
Light purple background	Timecard approved by manager but not by employee. **Note:** If a timecard has multiple job approvers and your timecard settings are configured to only show shading for approved jobs, then only the jobs that have been approved are shaded. Jobs that have not yet been approved are not shaded.
Green background	Timecard approved by both employee and manager.
Gray crosshatch	Timecard has been signed off.
Blue background	Totals. Totals cannot be edited.
Black	Used for all events in the timecard that are not system-generated.
Purple	System-entered text that can be modified. For example, a system-entered paycode for missing time.

Timecard Exceptions

When employees deviate from their expected time, the system generates an exception. Exceptions can be day-based or segment-level. Day-based exceptions affect the entire day. Segment-level exceptions affect only part of the day.

Common Exceptions and Visual Indicators

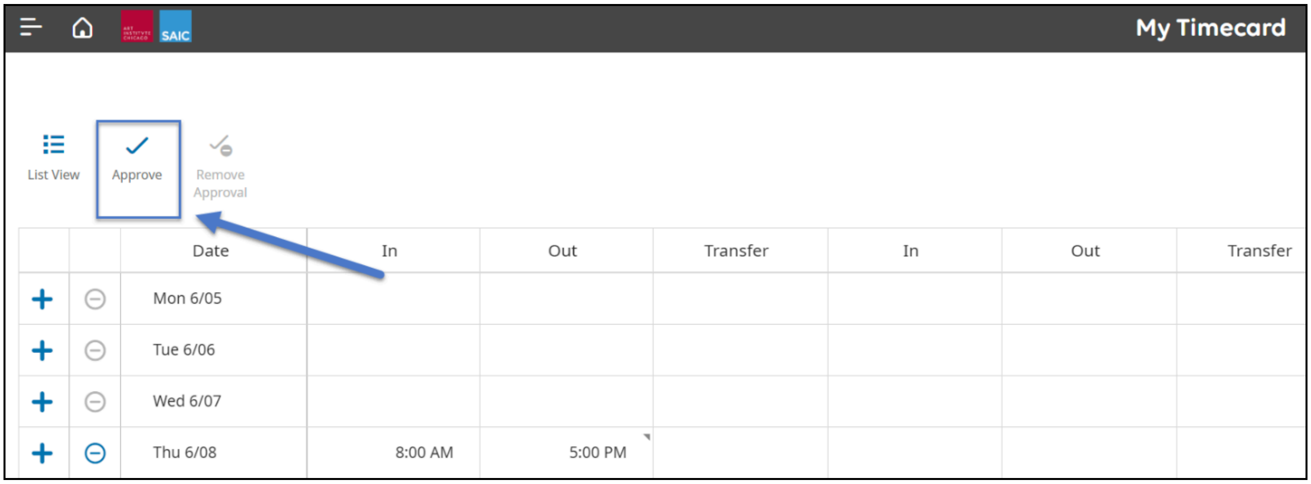
The following are common exceptions and their visual indicators:

	The cell is solid red when there is a missed in or out punch.
	Action is required for an exception on this day.
	When the system generates an exception, the icon is red with a white line near the top. Depending on your configuration, the system might automatically add an auto-resolved paycode to the timecard if an exception occurs because of missing time, such as a late punch or absence.
	When a manager marks an exception as reviewed or justifies a missing time exception, the icon color changes to green.
	When an employee justifies a missing time exception, the icon color changes to red (with two white lines).
	If there is more than one exception, the color reflects the most severe state of all the exceptions, and the white lines are diagonal.
	If an absence has been excused, icon is blue with three horizontal lines.
	When an exception or punch is system-generated, the icon is purple with one diagonal line and the punch displays in purple.
	Holiday exceptions
	Pending changes for approval or refusal

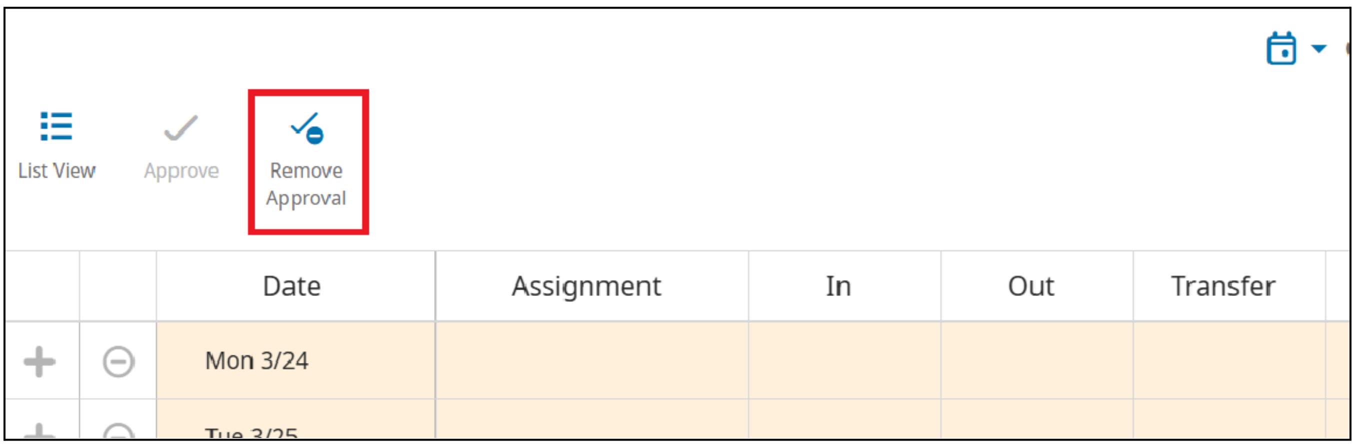
Approve My Timecard - Student Employees

At the end of each pay period, after reviewing your timecard for accuracy, you should approve your timecard by selecting the “Approve” icon on the top of the **My Timecard** menu.

Make sure you have the correct pay period time frame selected before approving.



Once approved, you cannot enter additional time for the pay period, unless you unapprove your timecard. To unapprove, select the "Remove Approval" icon on the top of your timecard.



Your supervisor will also review and approve your timecard.

Requesting Historical Edits

It's important to clock in and out for your assignments in real time. Anything missed can cause major delays in your payment. However, if you missed a punch or need an edit made to your timecard, please contact the supervisor of the impacted assignment.

Your supervisor can make changes to your timecard for the current pay period. If you need a change made to a previous pay period, work with your supervisor to document the amendments needed using the template linked here, and send a signed PDF with the changes needed to payroll@artic.edu.

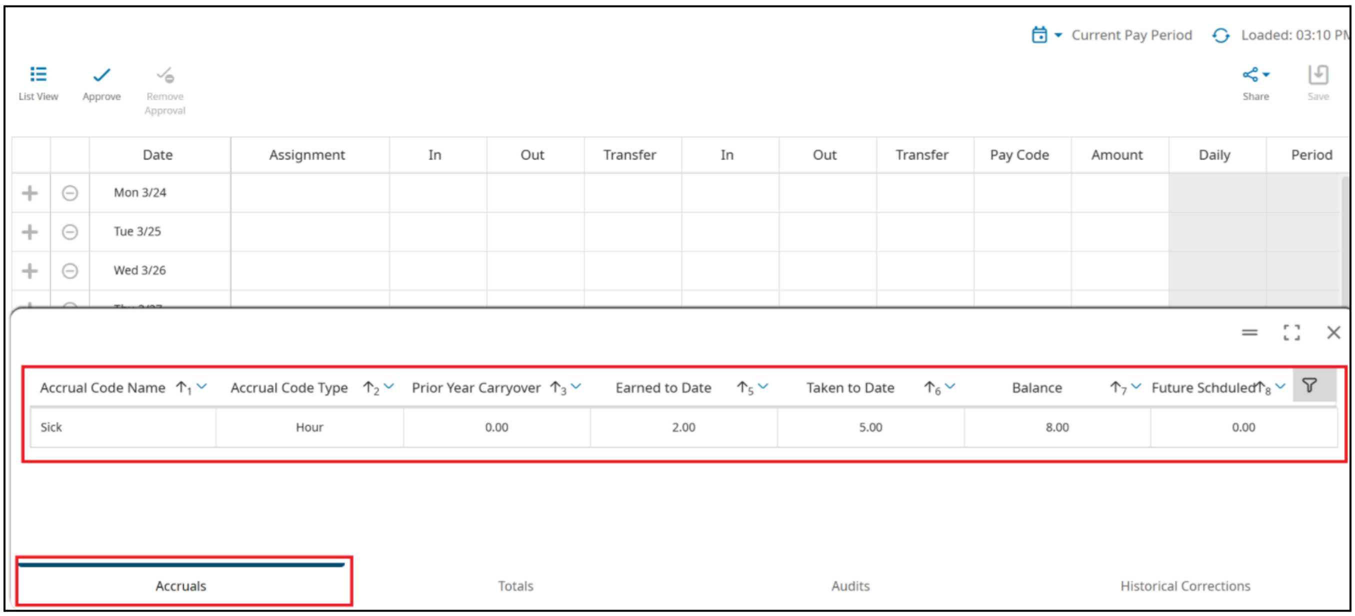
Chicago Paid Sick Leave

Refer to the Student's Guide to Student Payroll on the Student Employment site for information about the Paid Sick Leave (PSL) policy, accrual amounts, eligibility, and limits.

Viewing My Time Off Balance

You can view your available time off amounts directly from your timecard (see *Accessing my Timecard*.)

When you are on your timecard, you will see an accruals tab at the bottom of the page. When you click on the accruals tab, you will then be able to view accrual balances as applicable to you, such as Sick time. The information on the accrual tab is responsive to the date selected on the timecard.

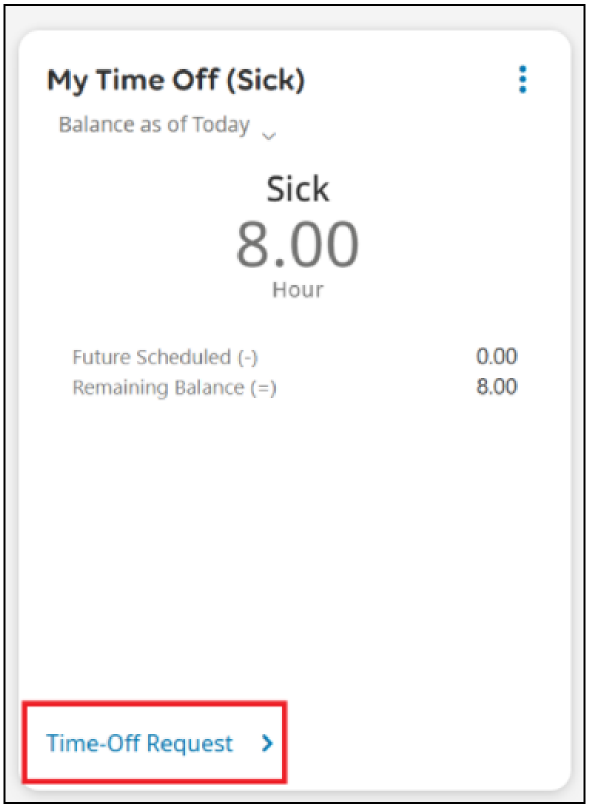


The columns shown are:

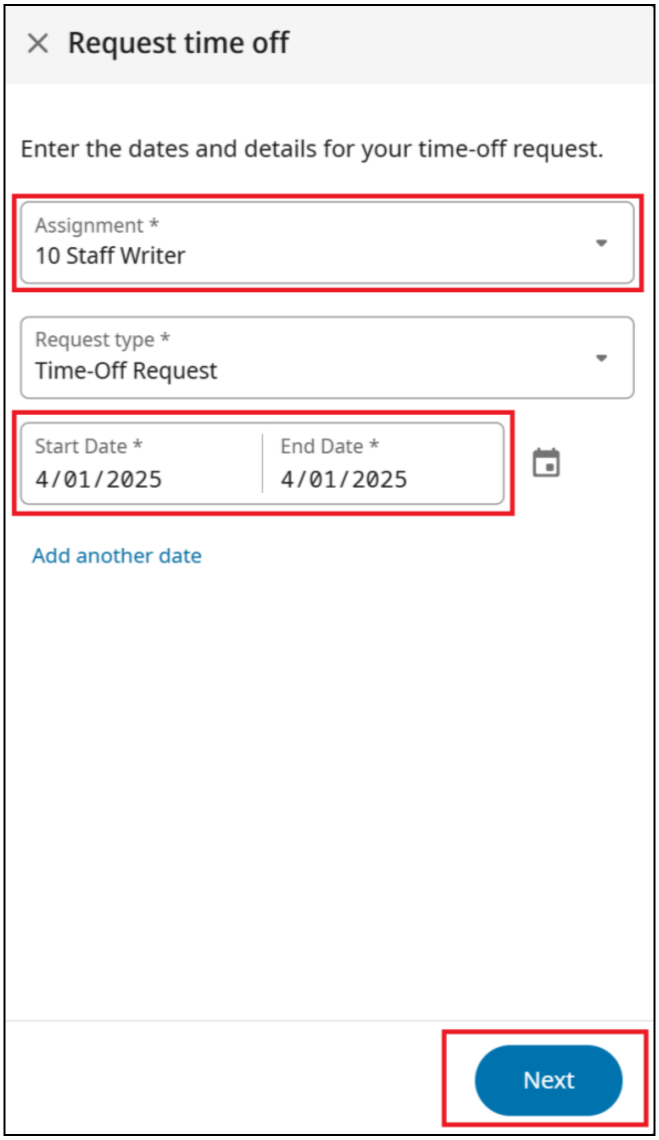
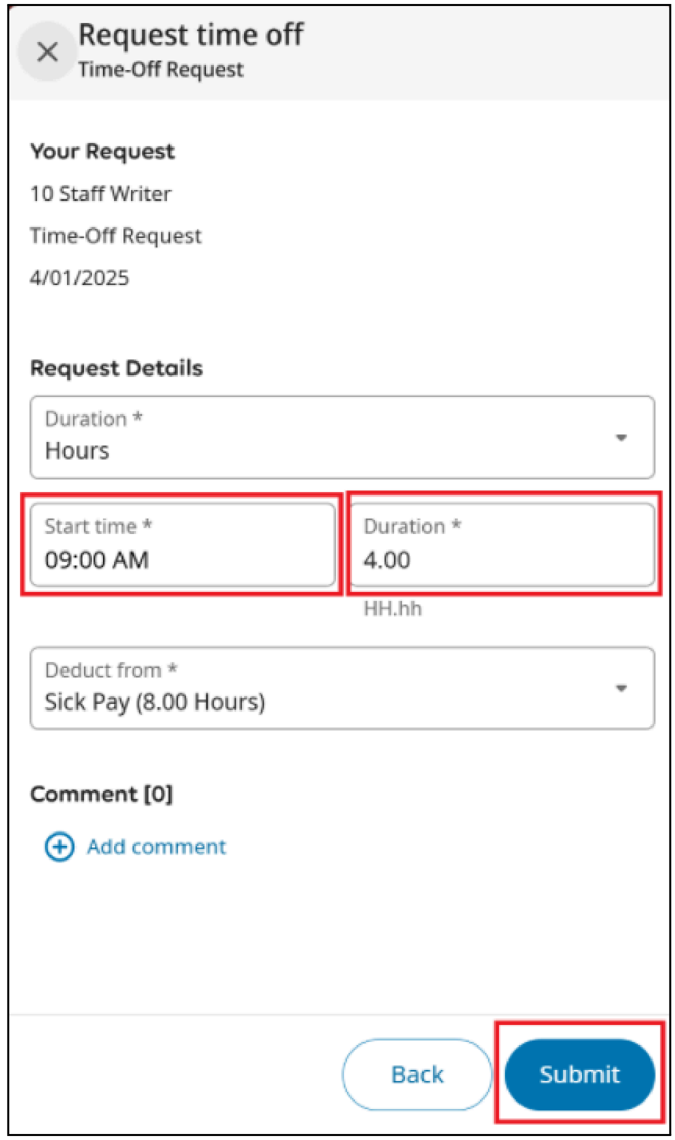
- Accrual Code Name: for example, Sick
- Accrual Code Type: accruals are displayed in hours
- Prior Year Carryover: the number of hours of the accrual type that was carried over from the previous year per the policy
- Earned to Date: the number of hours of the accrual type that have been accrued as of the date selected on the timecard
- Taken to Date: the number of hours of the accrual type that have been taken
- Balance: the remaining balance in hours
- Future Scheduled: any future hours that have been requested and approved by your supervisor

Requesting time off

You can request time off directly from the **My Time Off** tile by selecting Time-Off Request.

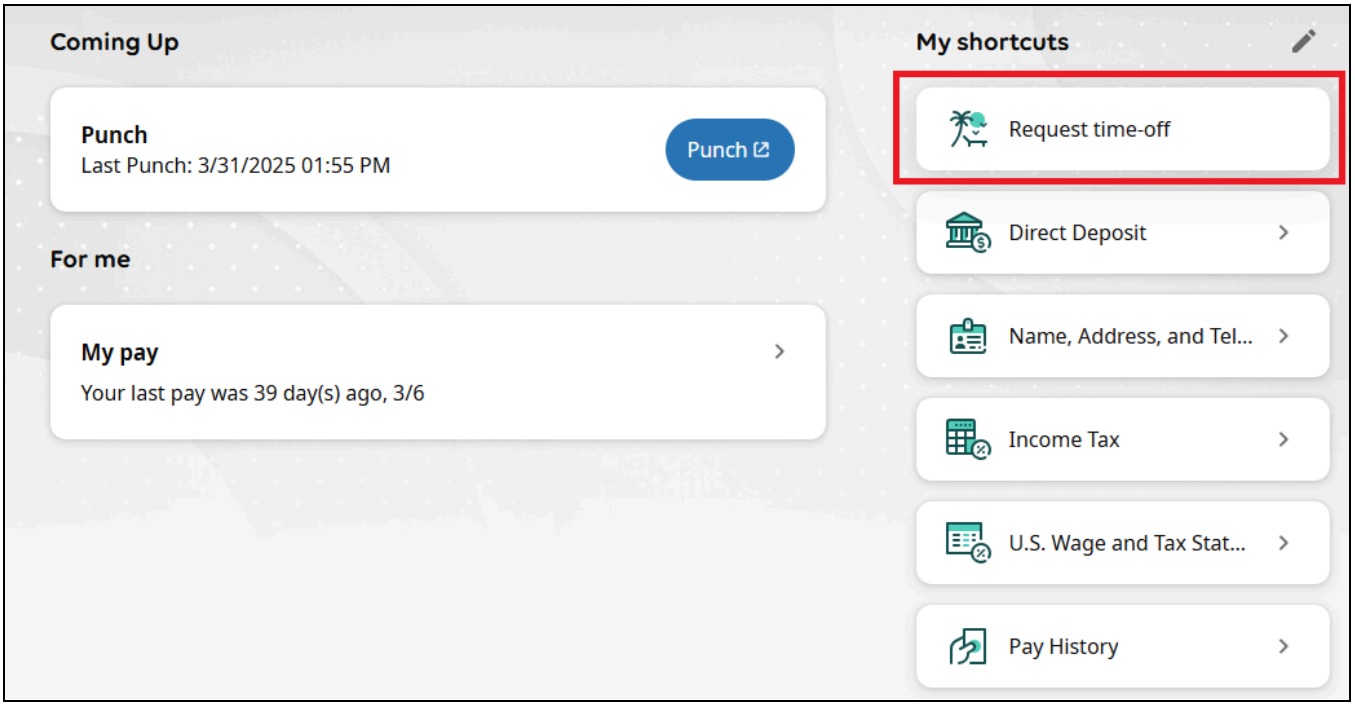


1. In the Request Time Off window, select the specific job that the time off will apply to in the **assignment** drop-down.
2. Enter the **date** on which you'd like time off. You can add more than one day to your request, though keep in mind that you can't edit the request after you've submitted it.
3. Click **Next**.
4. Enter the **start time** for the request.
5. Enter the **duration**–the number of hours you are requesting, which would start at the start time. Note that sick time must be taken in one-hour increments.
6. You can optionally add a comment.
7. Click **Submit** to send the request to your supervisor. Your time off will be pending. Once it is approved, it will then display as approved in your calendar and your timecard.


Request time off
Enter the dates and details for your time-off request.
Assignment *
10 Staff Writer
Request type *
Time-Off Request
Start Date *
4/01/2025
End Date *
4/01/2025
Add another date
Next

Request time off
Time-Off Request
Your Request
10 Staff Writer
Time-Off Request
4/01/2025
Request Details
Duration *
Hours
Start time *
09:00 AM
Duration *
4.00
HH.hh
Deduct from *
Sick Pay (8.00 Hours)
Comment [0]
Add comment
Back
Submit

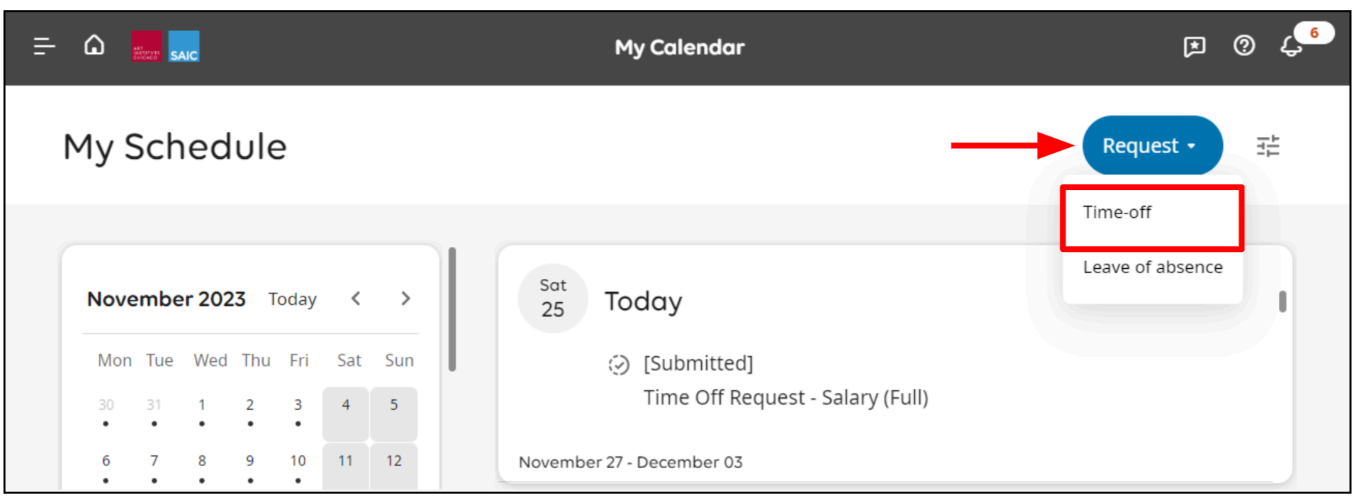
You can also request time off from your UKG homepage, before you open Workforce Management. Select “Request time-off” under the “My shortcuts” section on the right side of the screen.

Menu: My Shortcuts > Request time-off



You can also request time off from your schedule. Select the blue arrow on the My Schedule tile on the Workforce Management homescreen.

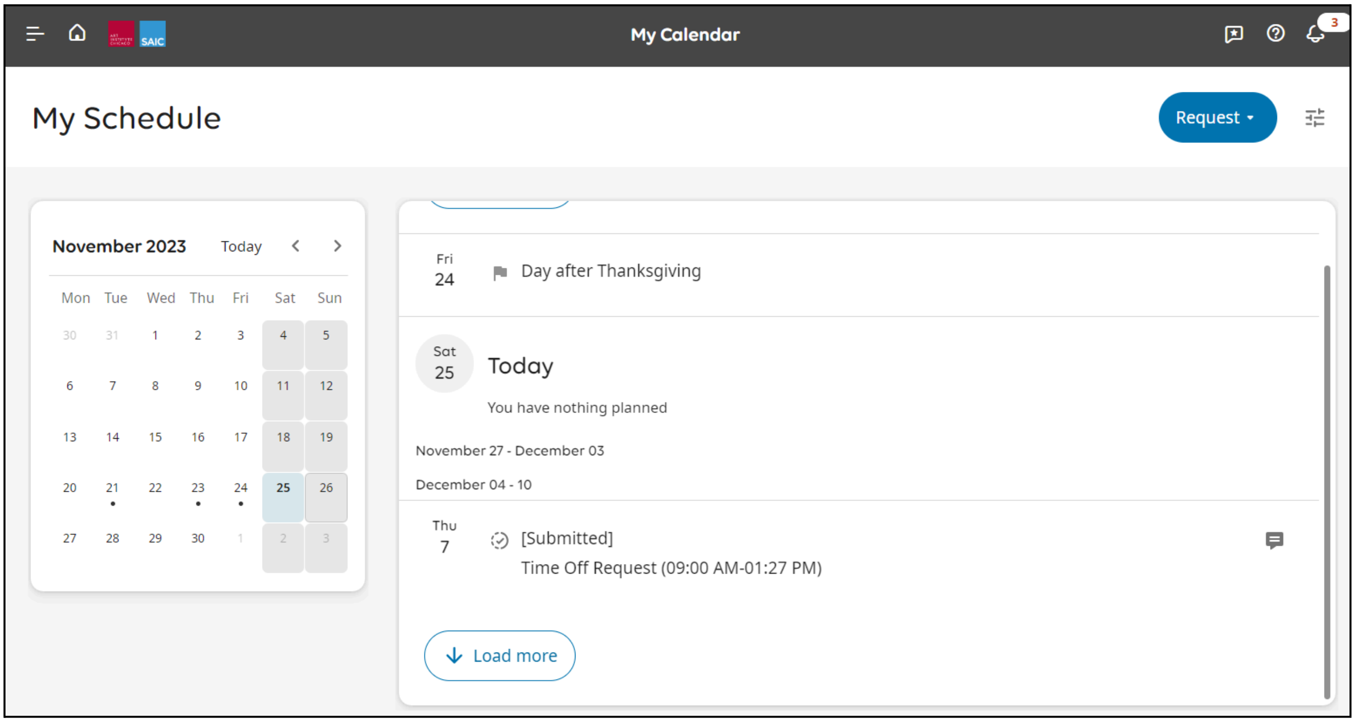
Menu: Workforce Management > My Schedule > Request > Time-off



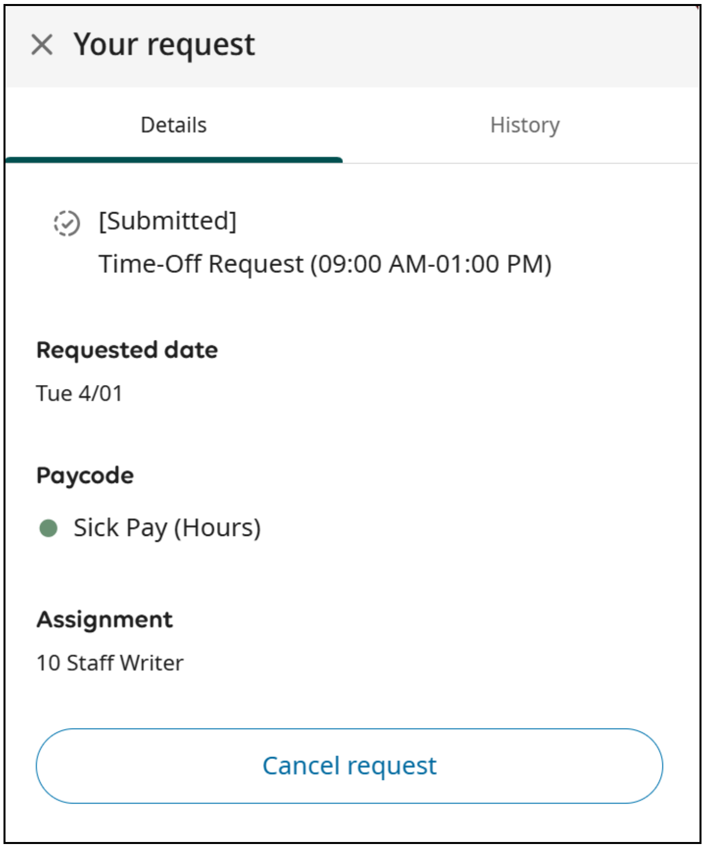
Time-off Request Cancellations

When requested time off is no longer needed or needs to be rescheduled, you can cancel your time-off requests. Submitting a cancellation request nullifies the previously submitted or approved time off.

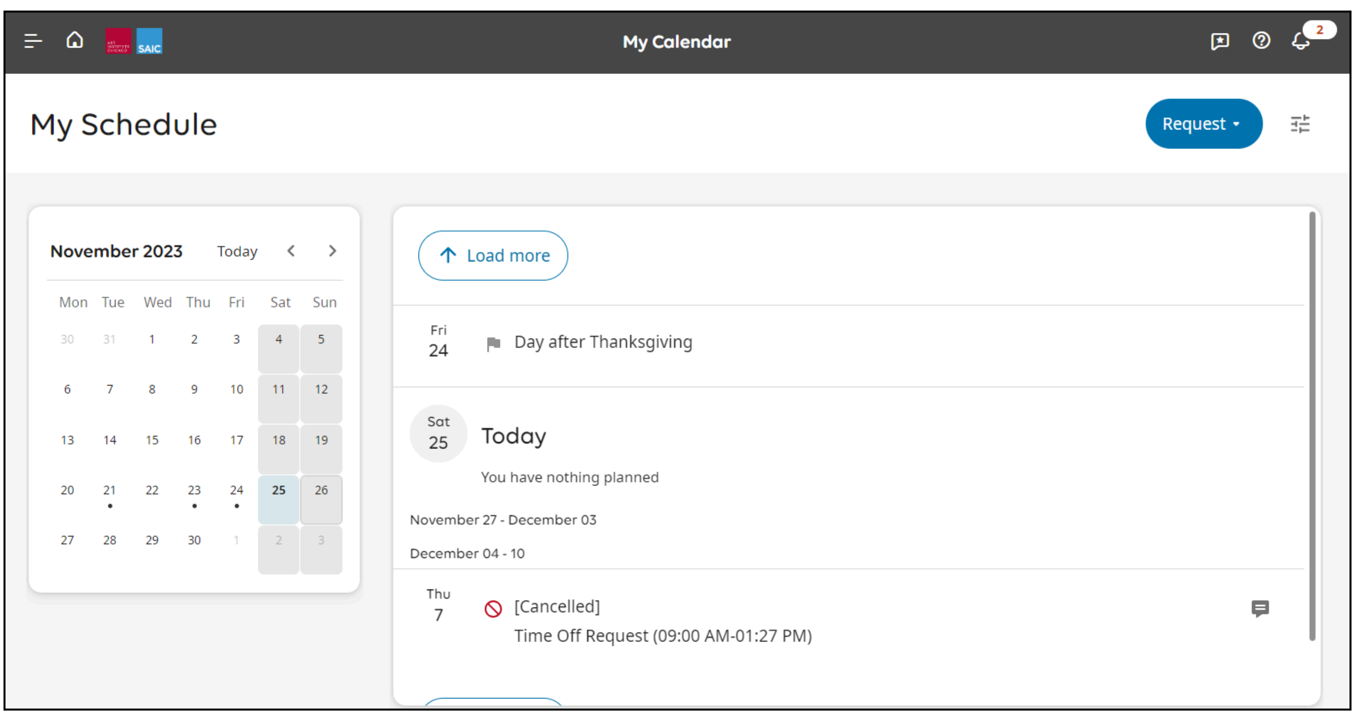
- Navigate to My Schedule (Select the blue arrow on the My Schedule tile on the Workforce Management homescreen)
- Find and select the time-off requests you wish to cancel.



- Select "Cancel Request"



- Your time-off will show as cancelled. Your manager will be notified.
- You can also cancel a time-off request via My Notifications – see *Control Center*.



Note: if you submitted several days of time off in one request, this action will cancel all of them. You should submit new requests if any of them should still happen. There is no way to cancel some but not all of the days that are in one request.

Messages in the Control Center

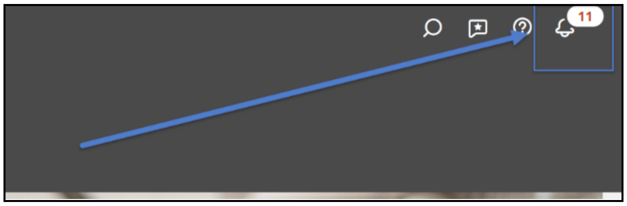
The Control Center is where you can manage requests and notifications, including:

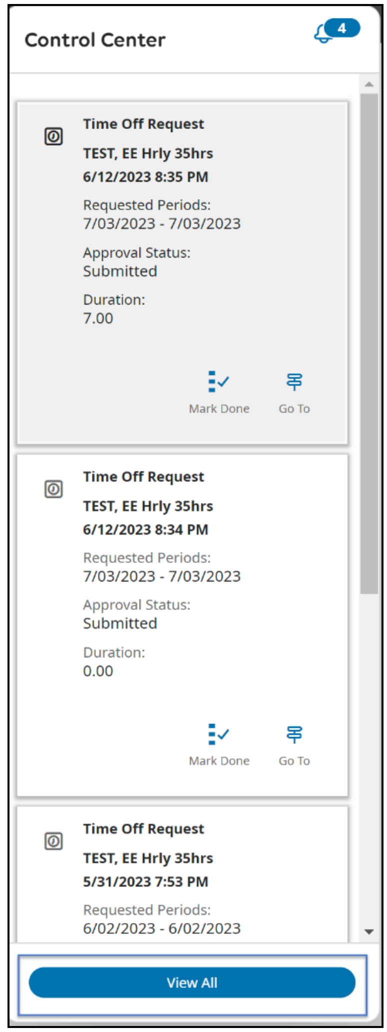
- Time off requests
- Timecard requests
- Tasks

Your requests, whether they are pending, approved, or denied will be accessible in the control center.

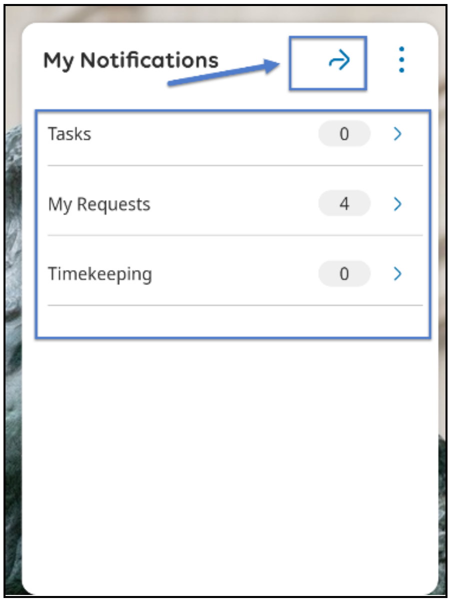
There are several different ways to access the Control Center to review your notifications:

1. The **Bell** icon indicates alerts, and this icon appears in the top right corner of all pages. Selecting the **Bell** icon opens the Control Center panel. This view is a quick way to manage your requests.





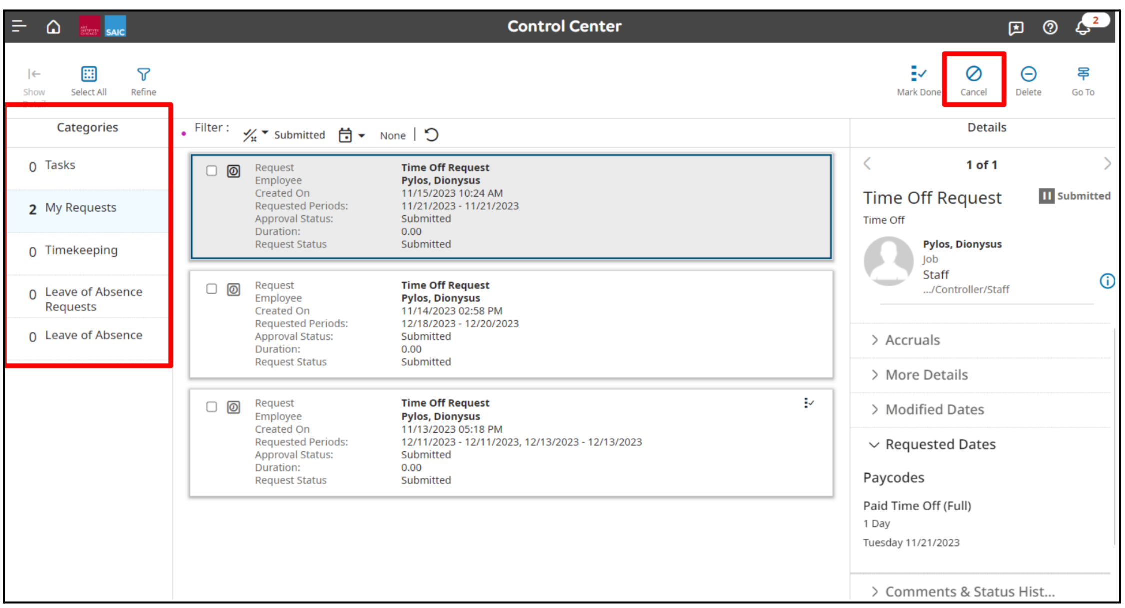
2. You can access the control center by navigating to the **My Notification** tile on your main menu. You can manage notifications in the tile by each request category.
3. Clicking the arrow on the tile will open the full **Control Center**.



While in the Control Center, you will review the various requests and complete the tasks assigned.

- **Categories -** indicates the type of request. These requests will go to your manager for approval.
- **My Requests –** shows past, current, and future requests.
- **Details -** shows various details about your request.

You can also cancel a time off request from the top right menu options.



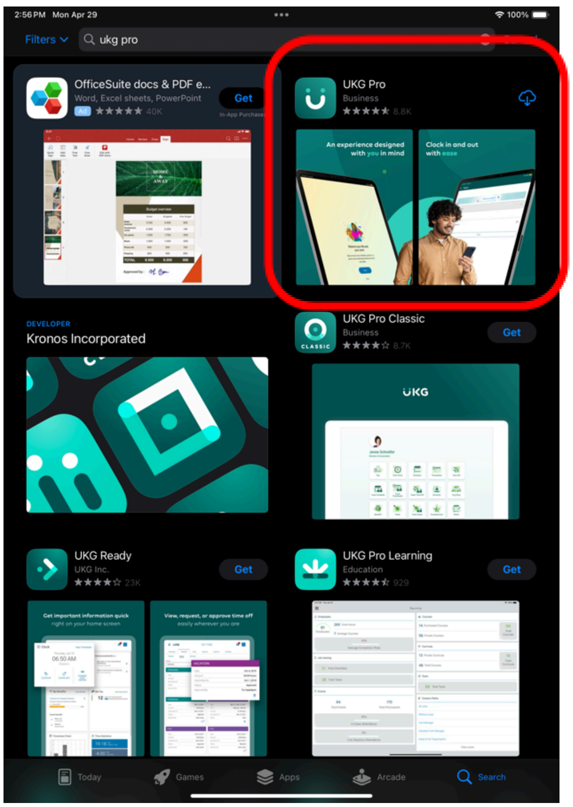
Using the UKG Mobile App

UKG has an optional mobile app that can be used to clock in and out, manage time off, and view pay information, among other things.

Please refer to the UKG Pro App Employee User Guide for more detailed information about using the mobile app. Below are some highlights to help you get started:

Downloading the App

In the App Store/Google Play Store/etc., search for "UKG Pro." It is identifiable by its UKG smiley app icon:



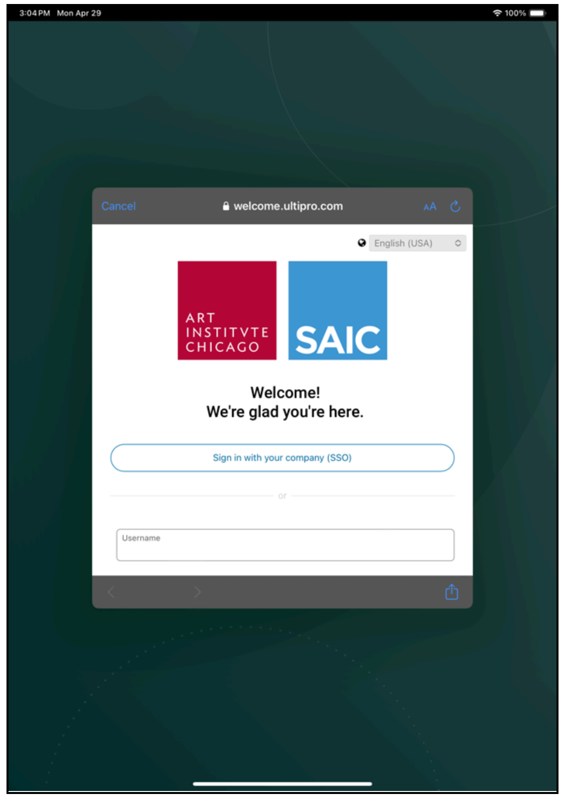
Download and install the circled application **(UKG Pro, with the "smiley" UKG icon)**.

Note: Do not install UKG Pro Classic. It is outdated and not compatible with our full features and configurations.

Logging In (Access Code: artic)

1. Open the app and click past the introductory windows. You will land on a welcome page that prompts you for your **Access Code or URL**.
2. The access code for the AIC UKG app is ***artic***
    a. Enter **artic** in the field and tap Continue.

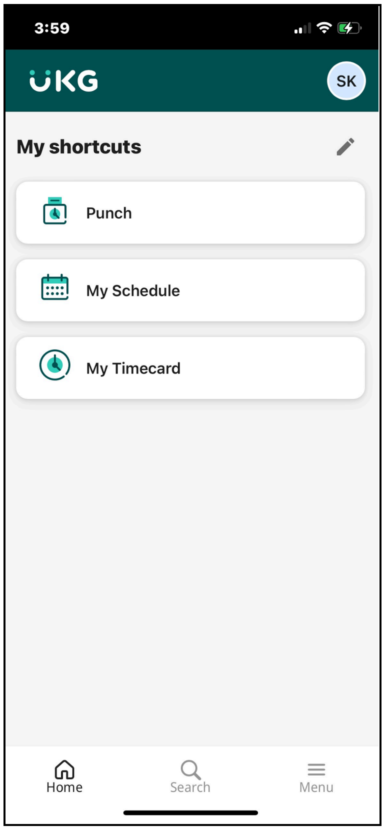
3. You will then be prompted to “Use “ultipro.com” to Sign In”. Tap Continue. From the landing page that generates (welcome.ultipro.com), tap “Sign in with your company (SSO)”.

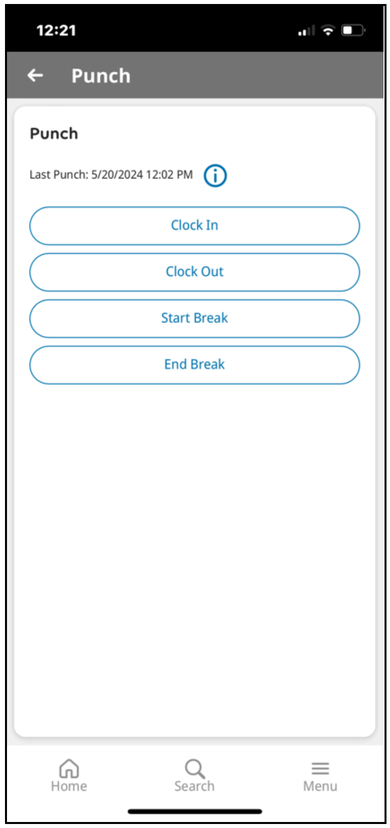


4. This will take you to sso.artic.edu, where you can enter your normal artic SSO login credentials.
5. You are now logged in to the UKG Pro app and will be dropped off on the grey, green, and white **homepage**. You will see a list of function shortcuts.

Punching Time

The Punch functionality is most easily accessed through the Punch shortcut, which must be added and available on your homepage. Tapping on the **Punch** shortcut will bring you to a page with four options: **Clock In, Clock Out, Start Break,** and **End Break**.





Tap the option that corresponds to your need—*this should mimic the usual procedure for clocking in/punching via desktop or browser*. Upon successful submission, you will be met with a "successful submission" screen.

Please note that you will be required to share your device's location with UKG when clocking in and out. If you don't already have location sharing activated on whichever device you're using, you will be prompted to share location data the next time you access the UKG web clock. This should occur only one time per device or browser.