Student's Guide to Student Payroll

School of the Art Institute of Chicago

Developed by:

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SAIC School of the Art Institute of Chicago

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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 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. Six Simple Steps to Student Payroll

Step One:
View your current SAIC I-9 Verification/Earning Eligibility report to **confirm FWS eligibility/amount and I-9 completion in Self-Service.**

Step Two:
Upon hire, you will receive a **PeopleSoft Work Authorization via email.** First-time student workers **will need to complete an I-9 packet** in the Student Financial Services office **before** approving the work authorization.

Step Three:
Once you have a valid I-9 on file, **you can approve your work authorization submitted by your employer located in Self-Service**, no later than the first day of employment.

Step Four:
It will take approximately 24 hours after approving to create **your UKG account,** where you will begin to record hours in Workforce management, access pay history, submit paid sick leave requests, etc.

Step Five:
Time cards should be approved **every other Monday, the end of the bi-weekly scheduled pay period.** (See Student Payroll Schedule)

Step Six:
On the scheduled pay date, you will be issued a paper check, located in the Bursar's office for pick up. **Students are encouraged to enroll in Direct Deposit**:

(UKG.artic.edu)>Enter your credentials>Menu>Myself>Pay> Direct Deposit

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", 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. Students will not be able to approve the PeopleSoft Work Authorization without completing the I-9 form. The process is to be completed before or no later than employee's start date.

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

The I-9 form (s) along with the required documentation must be submitted "in person" by the student employee before approving the Work Authorization. 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**
OR	**AND**	
1. U.S. Passport or U.S. Passport Card	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.	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. 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	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	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	
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.	4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card	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
	7. U.S. Coast Guard Merchant Mariner Card	4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	9. Driver's license issued by a Canadian government authority	
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	**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	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 before the first day.

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 your Social Security Card

SAIC | INTERNATIONAL STUDENT AFFAIRS

SOCIAL SECURITY NUMBER APPLICATION PROCESS
FOR F-1 INTERNATIONAL STUDENTS
ON-CAMPUS EMPLOYMENT

ABOUT SOCIAL SECURITY NUMBERS

> **NOTE: If you have just arrived in the U.S. you should wait at least 10 days before submitting a SSN application. Applying early may result in the SSA rejecting your application.**

Social Security numbers (SSNs) are issued to U.S. Citizens, permanent residents, and temporary (working) residents. Its primary purpose is to track income for tax purposes. The Social Security Administration (SSA) issues SSNs only to F students who have an employment offer. If you have an on-campus job, you must apply for a SSN. The process is free and described in the steps below.

STEP 1: COMPLETE THE SOCIAL SECURITY LETTER FOR F-1 INTERNATIONAL STUDENTS
- Letters must be completed by you, your supervisor, and International Affairs.
- Complete your portion of the letter and email a scanned copy to your supervisor to sign electronically noting the signature must look like a signature and not be a typed version of their name, and then email the form to intaff@saic.edu.
- Do not cross out or strike through any written information. Request a new SSN letter if mistakes are made. Letters with crossed out items will be returned.
- Make sure International Affairs has your current mailing address. If you need to update your address you can do so by updating PeopleSoft Self Service. International Affairs will either make the letter available for pick-up in the International Affairs office or will email you the original letter with signature.

STEP 2: GATHER DOCUMENTS
- Completed Social Security Letter for F-1 International Students
- I-20, Passport & F-1 Visa
- I-94 printout (available at i94.cbp.dhs.gov/I94)

STEP 3: BEGIN YOUR APPLICATION ONLINE
- Complete the Social Security application form online: https://www.ssa.gov/number-card/request-number-first-time
- We recommend you use International Affairs' mailing address, not your personal address.
  - SAIC International Affairs 36 S. Wabash Ave., Suite 1203, Chicago, IL 60603

STEP 4: MAKE APPOINTMENT TO VISIT THE SOCIAL SECURITY ADMINISTRATION
- Upon completion of the online application, you will be prompted to make an appointment with the SSA. The SSA office nearest to SAIC is 605 West Washington (866-563-3899)

STEP 5: SUBMIT YOUR SOCIAL SECURITY APPLICATION RECEIPT TO STUDENT FINANCIAL SERVICES
- Students applying for a social security number must do so within three days of employment and provide Student Payroll with a letter or receipt from the Social Security Administration confirming they have begun the process.

SOCIAL SECURITY NUMBER APPLICATION PROCESS
FOR F-1 INTERNATIONAL STUDENTS
ON-CAMPUS EMPLOYMENT

STEP 6: 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.

STEP 7: 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 8: 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 (I-9 Paperwork) at SAIC.

STEP 9: 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.

SOCIAL SECURITY ADMINISTRATION @ 605 W. Washington Blvd.
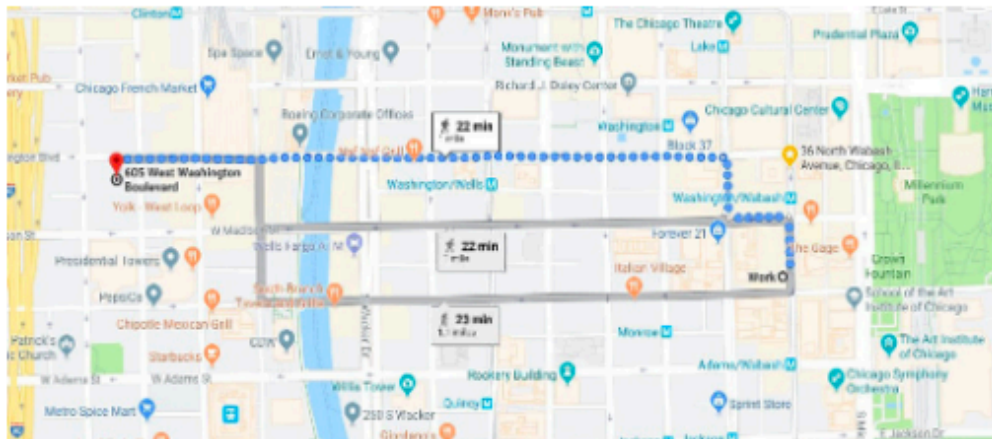
VII. How to Approve Your Work Authorization

Steps for Accepting Work Authorization

1. You will receive an email instructing you to log into Self Service to approve your work authorization

2. Log into Self Service by going to SAIC.edu > resources for 'Current Students,' under 'Student Resources' click on Self Service
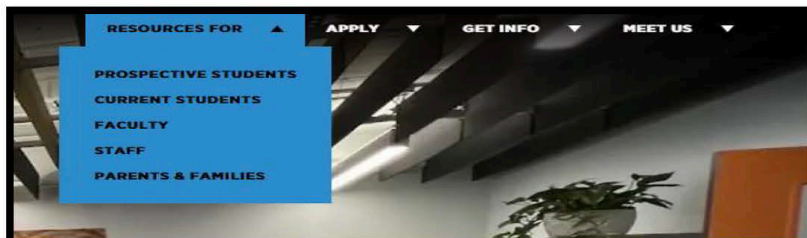
3. On the Student Homepage select "Other Services" tile > then student work authorization
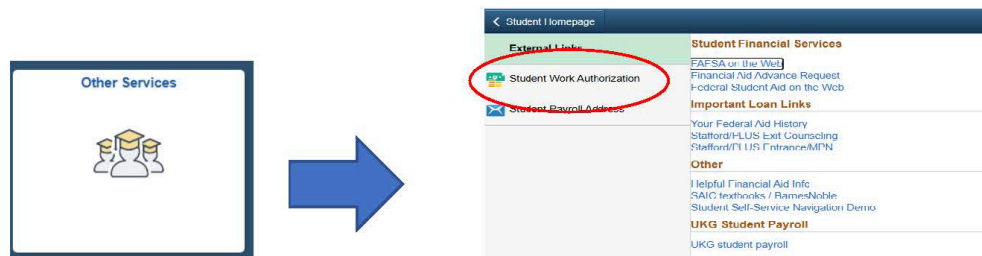
4. Review, Approve & submit your Work Authorization

TIPS: In order to approve your work authorization, your Student Payroll address (in self-service) must be in IL, WI or IN & 1st time employees must visit the Student Financial Services office to complete the I-9 process before approving your work authorization

VIII. Employment Eligibility Report

Employment Eligibility Report
Spring 2025

2433953: Sorto,Ash Denise   **International:** N

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 2025 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 during the interview or hiring process.

Federal Work-Study Eligibility Amount: $3,500.00

Empl Rec	Previously Authorized Amt	Hrs per week	Department	Employer/Supervisor	
12	1,701.00	7	Student Financial Service	Medina,Pearl	CW
13	2,580.00	10	Student Life	Middleton,Mark	NN

Totals:		
	4,281.00	17

Remaining Federal Work-Study eligibility: 1,799.00

Enrollment Status: Spring 2025 credits: 15.00

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.

IX. UKG

Once you've completed your I-9 and approved your work authorization, you are ready to record your working hours.

Starting with summer term 2025, UKG Workforce Management is the timekeeping system for student employees.

UKG is a web-based system and app used to record hours worked for payment. **In UKG, student employees will be responsible for:**

●clocking in and out of the UKG web clock (including lunch breaks) • approving your timesheet 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.

Time cards must be approved by you and your supervisor. You will need to be sure to approve by the end of every pay period, no later than 10am on the Monday. Students and Supervisors will be receiving notifications to approve, as well as make necessary corrections to errors and exceptions.

To access UKG Workforce Management, log in to **ukg.artic.edu**, enter your SSO login credentials, and then select **Menu > Myself > Workforce Management**
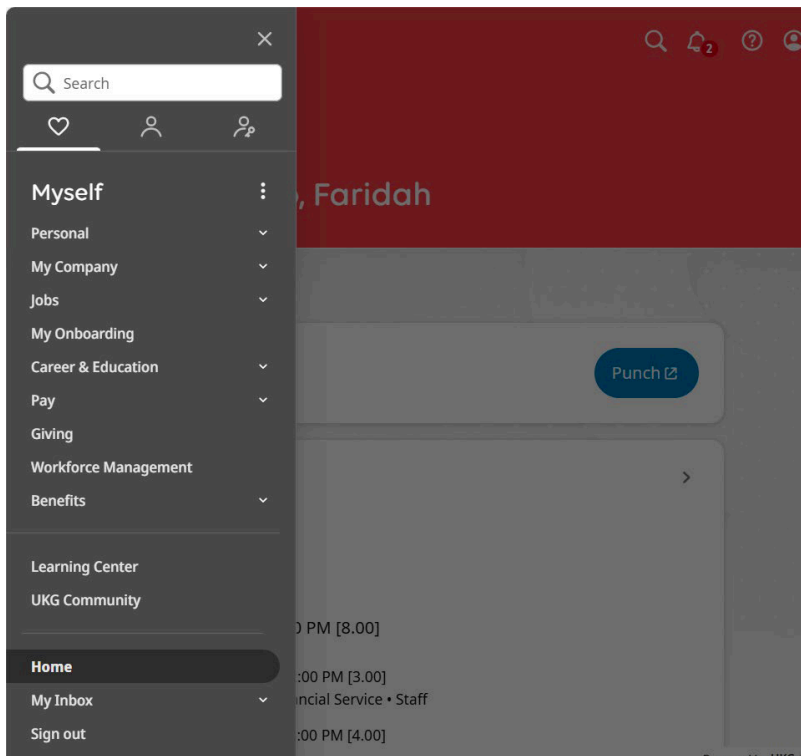
UKG has an optional mobile app that can be used to clock in and out, manage time off, and view pay information, among other things.

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

● When prompted for your access code or URL, enter artic

X. Workforce Management

Workforce Management in UKG is where you will be able to record your hours, view and approve your time card, and request paid sick leave.

THINGS TO NOTE:

- 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.

- Location-sharing needs to be enabled when you clock in or out on whichever device you are using.

- Time cards are not editable by students, only supervisors. Please be alert in remembering to record hours.

Clocking in and out


- Use the Punch tile in UKG Workforce Management to clock in and out in real time.

- Allow location services, once or always. For on-campus computer-based location service issues, please reach out to CRIT Help Desk (crithd@saic.edu).

- **Your default job 'Assignment' is always selected first. Make sure to select the specific assignment you are clocking in or out of. Job titles will be the same as on work authorization.**

- 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.

- 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!

- You will not be able to edit mistakes. The first point of contact is your supervisor to make necessary corrections.

Most student workers will clock in and out using Workforce Management. However, there are a few positions (FNews, Teaching Assistants, Resident Assistants, etc.) that will be paid stipends and/or one-time payments. These positions will not clock in/out in UKG.

Time Card

You can review your time card in UKG Workforce Management. Click the arrow on the My Timecard tile to open your current timecard.
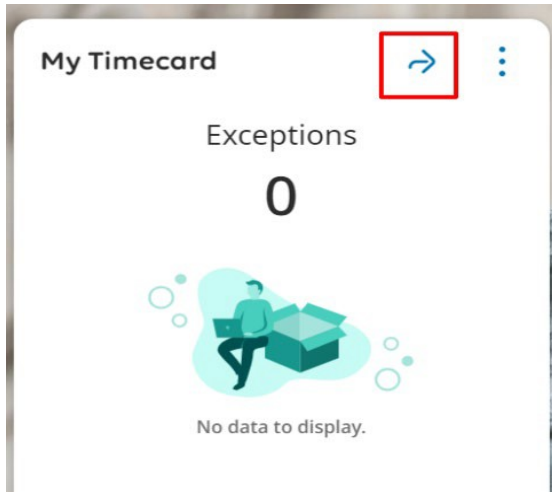
At the end of each pay period, after reviewing your timecard for accuracy, you should approve your timecard by selecting the "Approve" icon on the top of the **My Timecard** menu.

Make sure you have the correct pay period time frame selected before approving.
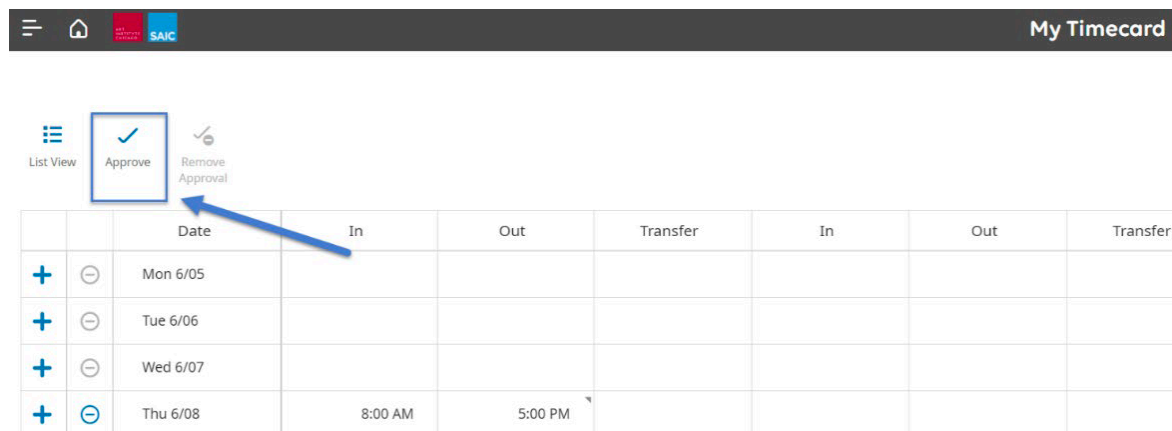
Approving is your digital signature. It means you verify that the hours are accurate.

Timecards are due no later than Monday at 10am following the end of every Pay Period. You should review and approve your timesheet at this time. You can review the Student Payroll schedule on the SAIC Student Employment site.

Amending your time card/requesting historical edits:

After the pay period closes, the time card is no longer available to update, and payment for any missed punches/exceptions 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.

Amendment Process

- Mistakes happen. If your time card is approved, but you and your supervisor were unable to make the correct changes, you can go through the amended time card process to retroactively pay lost hours in the next pay cycle.
- If you need a change made to a previous pay period, work with your supervisor to document the amendments needed using the template below or on the Student Employment site, and **send a signed copy of the PDF with the changes needed to studentpayroll@saic.edu and payroll@artic.edu**

SAIC School of the Art Institute of Chicago

OFF-CAMPUS/ADJUSTMENT STUDENT EMPLOYEES TIMESHEET

BEGINNING DATE	ENDING DATE	TERM	PAY PERIOD	STUDENT ID #		LAST NAME	FIRST NAME

ILLINOIS LABOR LAW REQUIRES A LUNCH HOUR BE TAKEN AND RECORDED IF STUDENT IS WORKING AT LEAST 7.5 HOURS.

EMPLOYER/SUPERVISOR'S DEPT.

EMPLOYEE'S JOB TITLE

WEEK 1	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
MONDAY						0
TUESDAY						0
WEDNESDAY						0
THURSDAY						0
FRIDAY						0
SATURDAY						0
SUNDAY						0
				WEEK 1 TOTAL HOURS:		0

I CERTIFY THAT THE TIME REPORTED IS CORRECT.
EMPLOYEE'S SIGNATURE

DATE

I VERIFY THAT THE HOURS APPEARING ON THIS TIMESHEET WERE COMPLETED AS STATED AND THAT THE WORK WAS:

☐ SATISFACTORY
☐ UNSATISFACTORY

EMPLOYER/SUPERVISOR/ALTERNATE'S SIGNATURE

INSTRUCTIONS

1. Complete "In" and "Out"
2. Complete and sign entire timesheet.
3. Submit this timesheet to your Supervisor no later than 10:00am on the Monday following each pay period. Keep a copy for your records.
4. Total hours should be reported in quarter hour increments.
5. Supervisors are responsible for these records and should keep this timesheet as documentation of ARTICtime change/corrections to a student's record. This timesheet and any other forms of supporting documents of a student's timesheet changes are subject to audits.

WEEK 2	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
MONDAY						0
TUESDAY						0
WEDNESDAY						0
THURSDAY						0
FRIDAY						0
SATURDAY						0
SUNDAY						0
				WEEK 2 TOTAL HOURS:		0
				TOTAL HOURS FOR PAY PERIOD:		0

EMPLOYER/SUPERVISOR ID #

DATE

COMMENTS

XI. Requesting Paid Sick Leave

Please refer to the final chapter of this student guide for more information on Chicago Paid Sick Leave for SAIC Student workers. In the event that you will need to request sick time, you can do so
in UKG Workforce Management.

		Date	Assignment	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Daily	Period
+	⊖	Mon 3/24											
+	⊖	Tue 3/25											
+	⊖	Wed 3/26											

Accrual Code Name ↑₁ ⌄	Accrual Code Type ↑₂ ⌄	Prior Year Carryover ↑₃ ⌄	Earned to Date ↑₅ ⌄	Taken to Date ↑₆ ⌄	Balance ↑₇ ⌄	Future Schduled ↑₈ ⌄
Sick	Hour	0.00	2.00	5.00	8.00	0.00

Accruals	Totals	Audits	Historical Corrections

You can view your available time off balance on the Accruals tab on the bottom of your timecard.

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

My Time Off (Sick)   ⋮
Balance as of Today ⌄

Sick
8.00
Hour

Future Scheduled (-)   0.00
Remaining Balance (=)   8.00

Time-Off Request >

Follow the prompts, including selecting the specific job that the time off will apply to, the start and end date, the start time, and the duration. Sick time is taken in one-hour increments.

Request time off

×

Enter the dates and details for your time-off request.

Assignment *
10 Staff Writer ▾

Request type *
Time-Off Request ▾

Start Date *   End Date *
4/01/2025   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 *   Duration *
09:00 AM   4.00
                     HH.hh

Deduct from *
Sick Pay (8.00 Hours) ▾

Comment [0]

⊕ Add comment

Back   **Submit**

Requests must be approved by your supervisor to be added as a balance to your time card. Supervisors can also see your total sick time balance, and manually add sick time to your time sheet.

XII. Direct Deposit/Pay Information

Enroll in Direct Deposit!

To avoid the inconvenience of picking up a paper check each pay period, SAIC strongly recommends that you participate in Direct Deposit.

Your student employment earnings will be deposited automatically into your bank account each eligible pay period.

You will need your bank's routing number and your bank account number.

Direct Deposit

Go to saic.edu, then click on current student, under student resources, click on **UKG (UKG.artic.edu)**

Student Resources

Accounts

- Self-Service
- Gmail
- Canvas
- Intranet (Modo)
- Handshake
- Transact Mobile Ordering App for Google and Apple
- Navigate
- Panopto
- ARTICTime WebClock
- ARTICard eAccounts
- UKG

Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.
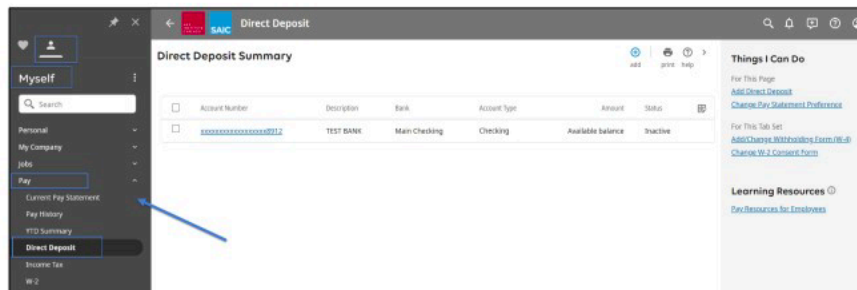
Username [_____]
Password [_____]

[Login]

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.

*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.

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.
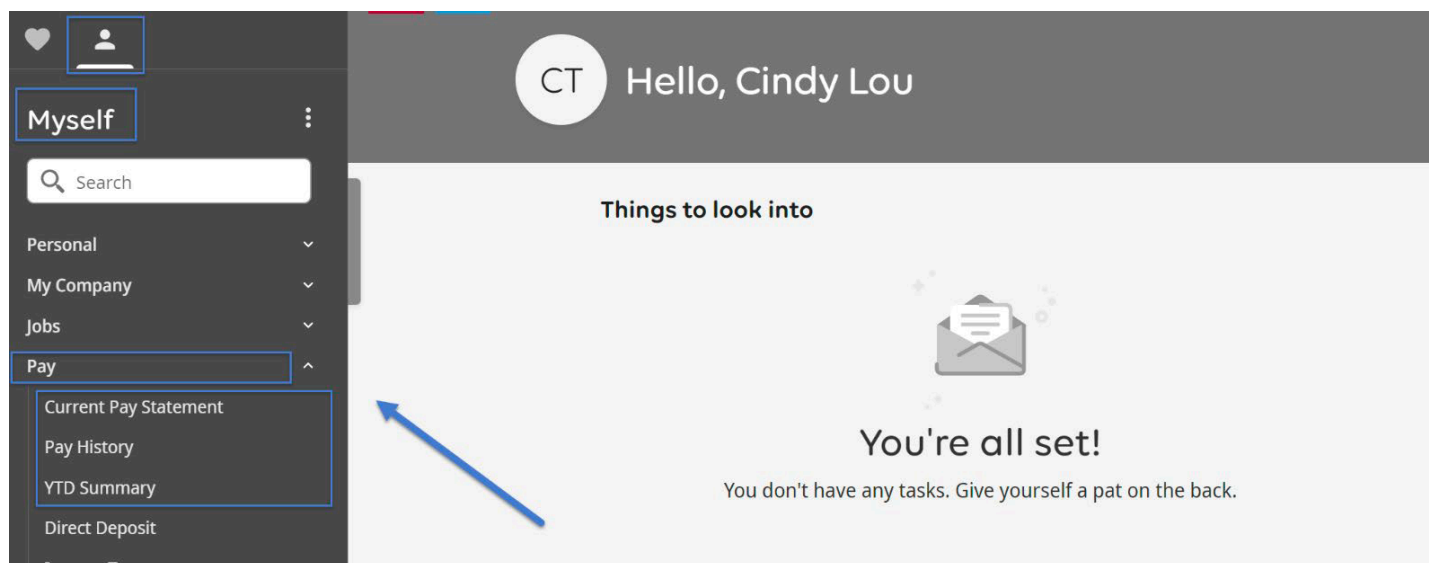
Pay Information

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.

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.

☐	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

Personal Tax Information

How to View W-4

Navigation: Menu > Myself > Pay > Income Tax

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.

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

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)

How to View W-2

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

On the U.S. wage and tax statements page, you can find copies of your W-2 forms, starting in 2024. 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.

U.S. Wage and Tax Statements

U.S. wage and tax statements

print   help   >

View and download your year-end tax filing documents

| Find by | Tax Year ▼ | is ▼ | ▼ | ⊕ ⊖ | **Search** |

Year ↓	Form	Company	
2024	W-2	The Art Institute of Chicago	

Things I Can Do

For This Page

Change Paperless
Preferences

For This Tab Set

Add Direct Deposit

Change Pay Statement
Preference

Add/Change Withholding
Form (W-4)

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

<u>Purpose</u>

This Section describes the Paid Leave and Paid Sick Leave that will be extended to employees who are not otherwise eligible for Paid Time Off (PTO). The Paid Leave and Paid Sick Leave described in this Section are intended to satisfy the requirements of the City of Chicago Paid Leave and Paid Sick and Safe Leave Ordinance (Municipal Code MCC 6-130). For purposes of this Section, the terms "Paid Leave" and "Paid Sick Leave" have the same meaning as those terms are defined in the Ordinance.

<u>Accrual of Paid Sick Leave</u>

Accrual Eligibility

Employees who are not eligible to participate in the Institute's Paid Time Off (PTO) Program shall be eligible to accrue Paid Leave and Paid Sick Leave if they work at least 80 hours within any consecutive 120-day period while physically present within the geographic boundaries of the City of Chicago.

- Employees who are eligible to accrue Paid Leave and Paid Sick Leave shall be referred to in this section as "Covered Employees."
- Special rules apply to student workers, as described below.

Accrual Amounts and Limits

- Covered Employees will accrue Paid Leave and Paid Sick Leave under this Section beginning July 1, 2024 or upon their date of hire, if hired after July 1, 2024. Paid Sick Leave that was earned but unused under this Section before July 1, 2024 will automatically carry forward.
- Student workers will earn one hour of Paid Sick Leave for every 35 hours worked, up to 40 hours of Paid Sick Leave per 12-month fiscal year (July 1 through June 30).
- Student workers will only accrue Paid Leave after working 700 hours in any one fiscal year (July 1 through June 30). Once the 700 hour requirement is satisfied, student workers will earn one hour of Paid Leave for every 35 hours worked, up to 40 hours of Paid Leave per 12-month fiscal year. The 700 hour requirement need only be satisfied once.
- Covered Employees may carry over a maximum of 16 hours of earned but unused Paid Leave and 80 hours of earned but unused Paid Sick Leave from one fiscal year to the next.
- Paid Leave and Paid Sick Leave that is used will be paid to the Covered Employee no later than the next regular payroll period beginning after the Paid Leave or Paid Sick Leave was used by the Covered Employee.
- Covered Employees may not use more than their carried over Paid Leave and Paid Sick Leave plus their newly-accrued Paid Leave and Paid Sick Leave in any fiscal year.

Paid Leave and Paid Sick Leave Upon Employment Termination

- A maximum of 56 hours of accrued, unused Paid Leave will be paid to a Covered Employee upon the Covered Employee's termination.
- All accrued, unused Paid Sick Leave will be forfeited upon separation from employment.
- Accruals of Paid Leave and 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.

<u>Utilization of Paid Leave and Paid Sick Leave</u>

Usage Eligibility

- Covered Employees hired before July 1, 2024 and continuing their employment without interruption may use their accrued, unused carryover of Paid Sick time immediately and will begin to accrue Paid Leave and Paid Sick Leave under the updated ordinance effective July 1, 2024.
- Covered Employees who are newly hired or rehired on or after July 1, 2024 may begin using their accrued Paid Leave and Paid Sick Leave after 30 days of employment if they have fulfilled the accrual eligibility requirement.

Usage Requirement

- Paid Leave and 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:

- Absences due to the Covered Employee's own illness or injury, or for the purpose of the Covered Employee receiving professional care, including preventive care, diagnosis, or treatment for medical, mental or behavioral issues, including substance abuse disorders.
- Absences due to a Family Member's* illness or injury, or to care for a Family Member* receiving professional care, including preventive care, diagnosis, or treatment for medical, mental, or behavioral issues, including substance abuse disorders.
- Absences when the Covered Employee needs 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.
- Covered Employees may also use accrued Paid Sick Leave if they or a Family Member* are a victim of domestic violence or a sex offense and in the event the Covered Employee is required to appear in court in a domestic violence case or is summoned for jury duty.
- Accrued Paid Sick Leave may be used in the event of the Covered Employee's bereavement.
- Accrued Paid Sick Leave may be used to obey an order issued by the mayor, the governor of Illinois, the Chicago Department of Public Health, or a treating healthcare provider, requiring the Covered Employee: (1) to stay at home to minimize the transmission of a communicable disease, (2) to remain at home while experiencing symptoms or while sick with a communicable disease, (3) to obey a quarantine order issued to the Covered Employee, or (4) to obey an isolation order issued to the Covered Employee.

*For purposes of this section, 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 Covered 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, or foster care relationship, or a child to whom the Covered Employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of a Covered Employee, or a person who stood in loco parentis when the Covered Employee was a minor child.

<u>**Notification Requirements for Use of Paid Leave and Paid Sick Leave**</u>

Notification of Paid Sick Leave

- If a Covered Employee becomes sick on the job, the Covered Employee may obtain permission from their 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 accrued Paid Sick Leave.

- If a Covered Employee's need to utilize accrued Paid Sick Leave is reasonably foreseeable (e.g., doctor appointment), the Covered Employee must provide up to 7 days advance notice to the Covered Employee's direct supervisor in order to facilitate continuity of operations.
- If a Covered Employee's reason for utilizing accrued Paid Sick Leave is not reasonably foreseeable (e.g., unexpected illness), the Covered Employee must provide as much notice as is practical under the circumstances.

Notification of Paid Leave

- A covered employee must give reasonable notice (not to exceed 7 days) to the Covered Employee's direct supervisor and obtain the supervisor's pre-approval before using Paid Leave.
- A Paid Leave request can be denied by the Covered Employee's direct supervisor. Any denial will be communicated promptly in writing, and will state the reasons for the denial. For example, a Paid Leave request may be denied if the leave during a particular time period would significantly impact business operations.

Method of Notification
- Notice of the Covered Employee's need to use accrued Paid Leave and Paid Sick Leave must be provided to the Covered Employee's immediate supervisor in person, by phone, or by text or e-mail message.

Documentation of Paid Leave and Paid Sick Leave 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 sick leaves of more than three (3) consecutive work days.
- Documentation of absences less than three (3) consecutive work days is not required to utilize Paid Sick Leave.
- Because Paid Leave may be taken for any reason, documentation indicating the need for the leave is not required.

Pay Rate for Paid Leave and Paid Sick Leave

- Pay for Paid Leave and Paid Sick Leave will be at the employee's regular rate of pay at the time Paid Leave or Paid Sick Leave is used.

Application of Attendance-Related Disciplinary Standards

- The Institute may take disciplinary action, up to and including termination, if a Covered Employee uses Paid Leave or Paid Sick Leave for purposes or in a manner other than as described here.
- This does not exempt any Covered Employee from defined work requirements including timely arrival for work, appropriate notice of absence, shift swapping procedures, and customer service standards.