Supervisor's Guide
to
Student Payroll

Supervisors:

This guide is intended to help you understand the payroll process and to aid you in the completion of the student hiring process. Supervisors are responsible for timely and accurate submission of all student timesheets and work authorizations. Timesheets must be submitted on a timely a basis.

If you have any questions that are not addressed in the following sections, contact Student Payroll (located in the Student Financial Services Office, Suite 1200 Sullivan Center) at 312.629.6609.

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I. Steps to Hiring a Student Employee

Student Payroll Made Simple

Step One:

Request a current copy of the student's Verification/Earning Eligibility Report to confirm that your potential student employee has appropriate earning eligibility.

This report will also allow you to see whether the student's I-9 has been submitted.

Step Two:

First-time student employees must complete an I-9 packet in person with Student Payroll.

Step Three:

Submit a Work Authorization through PeopleSoft. The authorization must be submitted by the supervisor and approved by the student,

Step Four:

Student will appear in UKG approximately 24 hours after they have approved their work authorization. They can then begin to record their hours.

Step Five:

Timecard must be submitted and approved no later than the scheduled due date and time at the end of each pay period. (See Payroll Schedule.)

Step Six:

Students who do not sign up for direct deposit may pick up their paychecks at the Bursar's Office.

II. Student Earning Eligibility

At SAIC, there are 2 types of earning eligibility: Federal Work-Study (need-based) eligibility and Institutional (non-need based) eligibility.

It is the purpose of the Federal Work-Study program to provide assistance to those students who have demonstrated the greatest financial need. Most student employment jobs on campus during the fall and spring semesters require the student to have Federal Work-Study eligibility with the exception of International students, Teacher s Assistants (TAs), CAPX Interns and certain approved positions. Federal aid can only be offered to domestic or eligible non-citizen students. International students are not eligible to apply for federal student aid.

For purposes of the Federal Work-Study program, it is the student's responsibility to annually submit the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov and any other required financial aid forms (verification forms, taxes, etc.) in compliance with published deadlines. A student may not begin working prior to their first day of enrollment at SAIC or to the awarding of earning eligibility for Federal Work -Study positions. To be considered for earning eligibility, a student must be degree-seeking and enrolled at least half-time (6 credit hours) for the fall or spring semesters. Earning eligibility will not be awarded to a student for dates prior to the first day of his/her academic "start" term.

Federal Work-Study is not required during the winter and summer terms. All students are eligible to work during those terms.

Earning Eligibility for Fall and Spring Terms:

Student workers may be awarded one of two types of earning eligibility:

FEDERAL WORK-STUDY (FWS)

-OR-

INSTITUTIONAL ELIGIBILITY

The source of student financial aid funding, Federal Work-Study or institutional resources, has no impact on departmental student employment budgeting. An award from the Student Financial Services office of either type during the fall or spring terms ensures that a student is eligible to earn up to that amount.

Supervisors must verify that their potential student employee may begin working for each job offered. This is done by using the Employment Eligibility Report that the student must provide to their supervisor. The Employment Eligibility Report is available to students through SAIC Self-Service under Other Services Non-Mobile Module.

A student worker who has accepted another job first may not have enough Federal Work Study eligibility for both jobs. Supervisors can view other FWS jobs that have been accepted by the student on the Employment Eligibility Report if the work authorization from the other jobs have been received and processed in Student Payroll.

Federal Work-Study eligibility is not needed for the following categories of students:

A.   International students studying at SAIC on an F-1 visa. An international student may work up to 20 hours per week during the fall and spring terms, and 40 hours per week during summer and winter terms. There is not a set dollar amount limit.

B.   Teaching Assistants Positions: who are not eligible for need-based financial aid.

C.   CAPX students who are not eligible for need-based financial aid.

D.   Continuing students working in summer or winter terms.

Domestic students without FWS eligibility may also be employed for up to 20 hours per week in on-campus positions; however, hiring preference must be given to students awarded FWS Earning Eligibility. Hiring of domestic students without FWS Earning Eligibility may be considered after all reasonable attempts to hire FWS eligible students have been made.

Earning Eligibility for Winter and Summer Terms:

Students wishing to work during the summer or winter interim sessions must have been enrolled for at least 6 hours during the preceding fall or spring term, unless it is their final term prior to graduation. Students who meet the requirements to work during the summer and winter terms are eligible to work up to 40 hours per week (all jobs combined), though it is not advisable for a student to work 40 hours if they are also enrolled in classes. Students my nor work more than 20 hours per week during the fall and spring semesters.

The following are not eligible to work:

A.   A May graduate may not work the following Summer term.

B.   A December graduate may not work the following Winter term.

C.   A non-enrolled student finishing "incompletes" to graduate.

D.   A student that is not enrolled for the following Fall or Spring term.

III. Employment Eligibility: Verification: Form I- 9

The first step in authorizing a student for employment is the Federal I-9 Employment Verification Form, and state and federal tax withholding information. Completion of I-9 Employment Verification is required by federal regulation. All first-time SAIC student employees must complete the I-9 process no later than the first day from their employment.

These forms, along with the required documentation, must be submitted in person by the first day of employment and no later. A student who has successfully completed the process will have the word "Approved" listed at the top of their Employment Eligibility Report.

Please send student employees to the Office of Student Financial Services, Sullivan Center Suite 1200 during designated office hours, to complete an I-9 packet. Students will need to bring the required identification with them to complete the packet: please refer your student workers to the SAIC website under Student Payroll for information about the required documentation.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination
of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A **Documents that Establish Both Identity and Employment Authorization**	OR	LIST B **Documents that Establish Identity** AND	LIST C **Documents that Establish Employment Authorization**
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, sex, 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, sex, 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	**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
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: **a.** Foreign passport; and **b.** Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole 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	**4.** Native American tribal document
		5. U.S. Military card or draft record	**5.** U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card	**6.** Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card	**7.** Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document	
		9. Driver's license issued by a Canadian government authority	For examples, see **Section 7** and **Section 13** of the M-274 on **uscis.gov/i-9-central**.
		For persons under age 18 who are unable to present a document listed above:	The Form I-766, Employment Authorization Document, is a List A, **Item Number 4.** document, not a List C document.
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		**10.** School record or report card	
		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.

For receipt validity dates, see the M-274.

	OR		
• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on **I-9 Central** for more information.

IV. Online PeopleSoft Work Authorization

Supervisors or designated staff members complete student work authorizations online through **PeopleSoft Campus Solutions**, using a login that begins with **X1**.

If you do **not** have an X1 login:

- Download the **New User Security Form,** located in the **left menu** of the PeopleSoft Campus Solutions login page.
- Follow the **four outlined steps** on the form to complete the setup process.

Student Employment Authorization Process

A **Student Employment Authorization (WA)** must be submitted for *each academic term* a student is employed: **Summer, Fall, Winter, and Spring.**

Authorization Requirements

- The WA must be submitted **no later than the student's first day of work** for the term.
- The **start date** should reflect the **actual first day of work**, not the academic term start.
- The **end date** should reflect the **last actual day worked**, not the last day of the term.
- A **job description** is required. Federal regulations require a written record of job duties and responsibilities. This section must be completed accurately.
- An **account cost center** is required. Contact the **Accounting Department** to set up a new account, if needed.
- Ensure **job start and end dates** accurately reflect employment dates—not the academic calendar.

For help submitting a work authorization, visit the **Student Payroll website** and click **"Supervisor submitting your student employee's work authorization"** under Quick Links.

Approval Process

1. Once the WA is submitted, the student will receive an **email** with a link to **review and approve** the authorization.
2. **Students cannot begin working** until they have approved the WA.
3. Supervisors must **confirm WA approval** before allowing any student to begin work.

Important: Students are **not allowed to work** without an approved WA on file.

I-9 Compliance (Federal Requirement)

Students **must complete the I-9 employment verification** process **before** they can:

- Approve their Work Authorization (WA)
- Access **UKG** to log hours

In accordance with **federal law**, students **may not begin working** until their I-9 is **complete and verified**.

2025–26 Work Authorization Term Dates

If a student is working the **entire duration** of a term, use the following authorization dates:

Term	Code	Work Authorization Period
Summer 2025	**SU-25**	05/12/25 – 08/24/25
Fall 2025	**FA-25**	08/25/25 – 12/15/25
Winter 2026	**WI-26**	12/16/25 – 01/23/26
Spring 2026	**SP-26**	01/24/26 – 05/16/26

Special Notes

- **Student Payroll (Student Financial Services)** does **not monitor departmental budgets** for student employment.
- Departments may **request budget reports** to track total spending and individual student earnings.
- **Updates** to a student's Work Authorization must be submitted **via email** to Student Payroll.
- If a student's I-9 is **not completed**, they will be **unable to approve** the Work Authorization in Self-Service.
- Students must **approve the WA** after the supervisor submits it and **before** their first day of work.
- For current **student pay grades** and the **student payroll schedule,** visit the Student Payroll webpage.

V. Submitting/Approving Student Timesheets in UKG

All student employees are required to use an electronic timecard in UKG to record their hours worked. Timecards must be submitted by the student and approved by the supervisor each pay period.

Students must punch in and out each day they work, including for lunch and breaks, if applicable. It is the student's responsibility to ensure their timecard accurately reflects the hours worked. Once the student submits their timesheet, supervisors must review the recorded time, correct any errors if necessary, and then approve the timecard.

Failure to submit or approve timecards on time may result in delayed pay.

All timecards must be approved by 2:00 PM on the Tuesday following the end of the pay period.

Timecards for Student Employees with Multiple Positions

Student employees holding multiple jobs will have **a single timecard** in UKG to record all hours worked. It is the student's responsibility to **select the correct job assignment** when clocking in/out based on the position they are working at that time.

Each supervisor is responsible for **reviewing, updating (if needed), and approving** the hours associated with their specific position.

Please note: Supervisors should **wait until Tuesday of the payroll due week** to approve timecards. Approving too early may prevent other supervisors from reviewing or making necessary adjustments to their portion of the timecard

Timecard Error Notifications and Responsibilities

Student Payroll will send reminders to students if there are **errors or exceptions** on their timecard—such as recording hours under the default assignment instead of the correct job, or missing a clock-in or clock-out.

It is the student's responsibility to **notify their supervisor** of any issues so the supervisor can resolve them **before the timecard deadline**.

Timely communication and corrections help ensure accurate pay and prevent delays.

Timecard and Work Authorization Guidelines

Please be aware of the following requirements when managing student employee timecards:

1. **Work Dates Must Align with Authorization**
   All hours worked must fall within the approved **start and end dates** of the student's Work Authorization.
2. **Hours Must Be Recorded for Each Day Worked**
   Students are required to enter hours for **every day they work**.
3. **Accurate Clock In/Out and Breaks Required**
   Students must record accurate **clock-in and clock-out times** for each shift.
   - Lunch breaks must be recorded as **clocking out and back in**.
   - As required by **Illinois labor law**, students working **7.5 or more consecutive hours** must take a **minimum 20-minute unpaid break**, no later than the **fifth hour** of their shift.
   - Students **cannot be paid** for lunch breaks.
4. **Weekly Hour Limits per SAIC Policy**
   - During the **Fall and Spring semesters**, students may not exceed **20 hours per week** across all positions, including CAPX Internships.
   - During **Summer and Winter terms**, students may work up to **40 hours per week**.
5. **No Work During Scheduled Class Times**
   In accordance with federal regulations, students are not permitted to work during **any hours when they are scheduled to attend class**, regardless of attendance.
6. **Review of Hours Worked During Closures**
   Supervisors should review any time reported on **school holidays**, **facility closure days**, or during **critique week** to ensure accuracy.
7. **Timecard Submissions**:
   One **timecard per two-week pay period per job** must be submitted. Multiple positions require separate job entries on the same timecard.
8. **Missed Hours After Payroll Closes**
   If a student has **missing hours** from a closed pay period, those hours must be submitted using a **paper timesheet**.
   - The paper timesheet can be downloaded from the **"Quick Links" section** on the [Student Payroll website].
   - Complete all required information on the form and **submit it to Student Payroll** for review.

Once reviewed, Student Payroll will forward the timesheet to **Central Payroll** for processing

VI. Teaching Assistantships

Eligibility

Eligible:

- Graduate students hired into designated Teaching Assistant or Instructor of Record positions within academic departments or Continuing Studies (CS).

Ineligible:

- All other student employment positions, including but not limited to:
    - Undergraduate students (except with prior approval)
    - Graduate Assistants
    - Research Assistants
    - Coordinators
    - Tutors
    - Mentors
    - Gallery & Curatorial Assistants
    - ACE TAs
    - MSP Classroom Assistants
    - Undergraduate CP Core Teaching Assistants
    - Specialists
    - Office Assistants

Undergraduate Teaching Assistants

Undergraduate students may serve as Teaching Assistants only with prior approval from the Associate Dean of Graduate Studies to confirm no eligible graduate students are available.

These positions:

- Will be paid hourly
- Must log hours via the timesheet system
- Are classified as general student employment and not paid by stipend

Note: These jobs will now be listed as "Undergraduate Teaching Assistant" roles and follow standard time-entry and payroll processes.

Graduate Teaching Assistants & Instructors of Record – Stipend-Based Pay

Effective Fall 2024, graduate-level TA roles and Instructors of Record are paid via stipend rather than hourly wages. These positions do not require time entry.

Common Stipend Categories (Fall/Spring Terms)

Stipends are calculated as follows:

[Number of Weeks] x [Hours per Week] x [Hourly Rate] = Total Stipend. See sample below.

Title	Weeks	Hours/Week	Example Hourly Rate	Total Stipend
Teaching Assistant	15	3	$17.20	$774.00
Teaching Assistant	15	6	$17.20	$1,548.00
Teaching Assistant	15	8	$17.20	$2,064.00
Teaching Assistant	15	10	$17.20	$2,580.00
Instructor of Record	15	12	$23.80	$4,284.00
CS Teaching Assistant (CS10)	11	4	$17.20	$756.80
CS Teaching Assistant (CS5)	6	4	$17.20	$412.80

Note: Winter and Summer stipends are prorated based on actual term length.

Jobs that do not match these defined categories will not qualify as TA positions and will not be stipend-eligible.

Hiring & Payroll Processes

Job Posting

- View job posting in Handshake

PeopleSoft Work Authorization

- Work authorization continues through PeopleSoft.
- Students will accept positions through the same portal.
- Access will be limited to approved TA hiring managers.

UKG and Payroll Processing

- Only eligible students will be assigned STUTA# job codes in UKG.
- This code determines if the student is paid via stipend or hourly.

- Stipends will be processed through a dedicated payroll import file, separate from hourly student timesheet data.

Pay Schedules

- Academic term stipends will be distributed in 8 equal installments across the semester.
- CS stipends will also be paid in 8 equal installments, prorated over 4–10-week sessions.
- Payment will follow the same pay schedule as hourly student employees.

Late Starts

If a student begins work after the official start of the assignment:

- The first payment will include arrears for missed periods.
- Future payments will follow the standard pay schedule.

TA Work Authorization Cancellation

If a TA assignment must be canceled:

Supervisor Responsibilities

- Email **studentpayroll@saic.edu** with:
    - Student's full name
    - Student ID number
    - Effective date of cancellation

Student Payroll Processing

- Cancellation will be processed and reflected in UKG within **24 hours**.

Payment Guidelines

- Final payments will be managed by Central Payroll.
- Student will be paid in full for the week of their **last day worked**.
- If canceled **before the student's first scheduled workday**, **no payment** will be issued.

Budgeting & Account Codes

- Graduate TAs and Instructors of Record:
    - Paid via stipend

- o   Charged to account code 50361
- **Undergraduate TAs (with prior approval)**:
  - o   Paid hourly
  - o   Charged to account code 50113

For budget adjustments, contact: **saic-budget@saic.edu**

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

Purpose

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.

Accrual of Paid Sick Leave

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.

Utilization of Paid Leave and Paid Sick

Leave 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.

Notification Requirements for Use of Paid Leave and Paid Sick Leave

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.

VIII.   Sample Student Worker Confidentiality Contract

This is an example of a Student Worker Confidentiality Contract. Each department should make one of their own. You are also welcome to use this contract as a template. Please contact us at Student Financial Services: 312-629-6609.

I have read and understand The School of the Art Institute of Chicago's current Bulletin publication describing The Family Education Rights and Privacy Act of 1974 (FERPA).

I understand and agree to the following:

- All information in the office is private and confidential and may not be discussed with anyone (including other student workers) except a full-time Staff employee.

- I will not show any student, staff or faculty member a student's file without the presence of full-time staff.

- I will not discuss any information I see or hear while working in the office with anyone outside the office.

- I will not give out any information while working that I am not confident is correct.

In addition:

- I will notify my supervisor when I am on breaks and lunch or need to leave for any reason.

- I understand that I am not to use the computers or telephones for anything except work-related tasks.

- I will notify my Supervisor if there is a change in my work schedule or need to alter my work schedule in any way.

- I will notify my Supervisor when I have completed a given task in preparation for the next task.

I understand that it is a federal offense to disclose confidential information to anyone other than Full-Time Staff.

Student Worker Name and ID # _____

Student Worker Signature and Date _____

Supervisor Signature and Date _____