



GRADUATE ASSISTANTSHIPS

PLEASE USE SEPARATE SHEET FOR EACH STUDENT.

Instructions: Graduate Assistantship (GA) forms need to be turned in to the Office of Human Resources once they are completed. Incomplete forms will not be processed and will be returned to the department. The student may also need to complete additional forms:

W-4 Form

I-9 Form

New York Wage Protection Act Form

Forms can be found at:

<https://pratt.studentemployment.ngwebsolutions.com>.

If your student has worked previously, they will still need to complete a new Wage Protection Act form. All student employees are paid on the same bi-weekly schedule.

| | | | |
|---|-------------|------------------------|------------------------|
| Student's Name: _____ | | | |
| Student's ID No: _____ | | | |
| New or Continuing Student? _____ | | | |
| <u>Term</u> | <u>Year</u> | <u>Semester Amount</u> | <u>Work Assignment</u> |
| Summer I | _____ | \$ _____ | _____ |
| Summer II | _____ | \$ _____ | _____ |
| Fall | _____ | \$ _____ | _____ |
| Spring | _____ | \$ _____ | _____ |
| Is this the first award for the academic year? [] Yes [] No | | | |
| Is this an addition to the previous award? [] Yes [] No | | | |
| Department Budget Number: _____ | | | |
| Department offering Graduate Assistantship: _____ | | | |
| Signature: _____ | | Date: _____ | |
| Print Name: _____ | | | |
| Department: _____ | | | |
| Email: _____ | | | |
| Extension: _____ | | | |