



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: _____			