Student Handbook

Pratt

Student Employment

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Welcome to Student Employment at Pratt Institute

What is Student Employment?

Student Employment at Pratt is a program that allows students on-campus employment opportunities while engaging in their studies. Student Employment consists of Federal Work Study (FWS), Student Work Funds (SWF) and Graduate Assistantship (GA). FWS also includes the America Reads program. Federal Work Study is funded by the federal government for students with financial need. Pratt finances Student Work Funds and Graduate Assistantship positions.

A Student Employment position is defined as temporary, part-time employment. Students are not eligible for fringe benefits, overtime, holiday or compensatory pay. Students must meet eligibility requirements and this employment is intended to give students with financial need an opportunity to earn money to help pay for their educational expenses. It also encourages students to gain valuable career-related experience as well as promotes community-service employment opportunities. Student Employment is an option to work, not a requirement. Students who are eligible, but chose not to work under FWS may apply for additional loans, if they have not yet reached their maximum loan borrowing limit for a particular year.

Family Educational Right and Privacy Act (FERPA)

The Family Educational right and Privacy Act of 1974 is a federal law which requires that (a) a written institutional policy must be established and (b) a statement of adopted procedures covering privacy right of students must be made available via annual notice in the Catalog to currently enrolled students. Pratt Institute shall maintain the confidentiality of educational record in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are or have been in attendance at the Institute. Participants in Student Employment may have access to educational and financial records containing personally identifiable information about current and former students, the unauthorized disclosure of which is prohibited by the FERPA. If it is found that a student has violated the FERPA Act, they will be immediately terminated from their position and will be reported to the Office of Student Affairs for appropriate disciplinary action, up to and including dismissal from the Institute.

Types of Student Employment

Federal Work Study (FWS)

Federal Work Study is a program that is funded by the federal government, and is part of a students' Financial Aid package. In order to participate in the FWS Program you must be eligible for Financial Aid, complete the FAFSA, and be enrolled for at least six (6) credits for the semester you are working during fall and spring. There is no FWS during summer. FWS funds are paid hourly. FWS students may work a maximum of 20 hours per week while school is in session or 35 per week during break periods.

Student Work Fund (SWF)

Student Work Funds is a program that allows students' employment opportunities while continuing their studies at Pratt. Students do not need to be eligible for financial aid to participate in SWF. SWF is funded by Pratt. Students must be enrolled at least six (6) credits for the semester they are working. Students who choose not to attend Pratt during the summer can still participate as long as they are pre-registered for at least six (6) credits for the upcoming fall. All SWF funds are paid hourly (except RA/RD and assignments which are paid by stipend). SWF students may work a maximum of 20 hours per week while school is in session or 35 per week during break periods.

Graduate Assistantships (GA)

Graduate Assistantships are a stipend-based program that provides funds and professional experience for graduate students from institutional sources to assist with meeting educational costs. Students do not need to be eligible for financial aid to participate in GA. GA is funded by Pratt and is awarded through departments. Students are paid by stipend; therefore timesheets are not completed through PrattJobs. Time is supervised by the GA supervisor. Stipends are paid every two weeks, on the same schedules as SWF and FWS. Students must be enrolled at least six (6) credits for the semester they are working. Students who choose not to attend Pratt during the summer can still participate as long as they are pre-registered for at least six (6) credits for the upcoming fall. FWS students may work a maximum of 20 hours per week while school is in session or 35 per week during break periods.

FWS, SWF, and GA on-campus positions are not paid study time. These are on-campus employment opportunities that are professional jobs in various departments on campus.

Student Employment – Master Contact Information

Center for Career & Professional Development East Bldg. 001 **Laura Keegan-Burrell** lkeegan@pratt.edu Assistant Director for Experiential Education Phone: 718.687.5844	• Assistance with searching PrattJobs listings (students) • Help finding a job on campus (students) • Assistance with posting positions on PrattJobs and PrattJobs issues related to posting job descriptions and student employee selection (unable to post position, etc.)
Human Resources Myrtle Hall, 2nd Floor E2 **Elizabeth Farrell** efarrell@pratt.edu Human Resources Assistant Phone: 718.636.3787	• Accepts and reviews all student employment documents (GA hire form, Employment Authorization form,I-9, W-4, Wage Protection Act, Direct Deposit Forms) • Assistance with writing job descriptions. • Maintain student employment forms
Financial Aid Myrtle Hall, 6th Floor **Savior Wright** swright@pratt.edu Assistant Director of Financial Aid Phone: 718.636.3599	• Initial awarding of Federal Work-Study (FWS) awards to eligible students • Monitor FWS funds • Review of FWS increase from initial award • Notify Payroll of eligibility status
Payroll Office Information Science Center, 4th Floor **Nicholas Spaventa** nspavent@pratt.edu Payroll Specialist Phone: 718.687.5932 Fax:718.636.3543	• Approve student in PrattJobs to begin working – set and notify supervisors of official start date • Lost and stolen check research • Transition from FWS to SWF budget (partnership with Financial Aid) • Payment issues. • Assistance with timesheet management in PrattJobs (change of primary supervisor request)
Bursar's Office Myrtle Hall, 6th Floor **Loretta Edwards** ledwards@pratt.edu Associate Bursar Phone: 718.636.3618	• Distribution of Student Employment Checks

Job Classifications

The new job classification system for student employment at Pratt Institute will be effective for summer 2013.

Level	Examples of Skills	Explanation/Eligibility	Types of Positions but not limited to the following
Level 1	• Word Processing • Filing • Computing • Organizing	Entry Level employment opportunities. Positions require no special prior experience, require minimal independent decision making. Tasks do not require specific skill set and level of expertise; tasks are manual and/or repetitive in nature, with general instruction from supervisor.	• Gallery Monitor • Locker Room Attendant • Computer Lab Monitor • Clerk • Office Assistant
Level 2	• Preparing oral and written communication • Customer Service • Organizing • Computer literacy using typical office software. • Account Analysis	Moderate level of experience, similar to what would be gained by an upperclassman. Positions are mid-level, with a moderate level of independent problem-solving needed to complete tasks. Some level of accountability, a moderate level of initiative and moderate decision-making in planning and prioritizing work load for self. Moderate analytical abilities, moderate supervision on routine tasks, and little follow-up on highly complex tasks.	• Library Assistant • Shop Monitors • Front Desk Assistant • Accounting Assistant • Researcher • America Reads Tutor • Tour guides
Level 3	• Analyzing data • Knowledge of learning strategies • Detail oriented • High level of computer literacy • Proofreading • Editing • Promoting • Observation	High level of experience, with an elevated level of independent problem-solving needed to complete tasks. Position requires high accountability, initiative and decision-making in planning and prioritizing work load for self. Strong analytical abilities, demonstrated leadership abilities, minimal supervision on routine tasks, and some follow-up on highly complex tasks.	• Institutional Tutors
Stipend	• Determined by assignment	Stipends are paid positions that are project based, assignment based, or time length based.	• One day assignments • Special projects • Graduate Assistantships • RA/RD

Wages

Current student employees will remain at their existing wage as it was as of 6/30/2013. Current students are defined as students who have participated in the Student Employment Program during the 2013-2014 year.

Beginning July 1, 2013 the following new hire rates will be in place for new student employees. *New student employees are defined as students who did not participate during the 2013-2014 year.*

Student Wage Chart

Level 1	Current Minimum Wage
Level 2	$9.00
Level 3	$15.00

Note:

(1) Existing minimum wage is $8.00. Minimum wage is subject to change based on local, state, or federal law.

(2) Any time a student is hired at a different wage, a new Wage Protection Act form will be required (i.e. minimum wage changes, etc.)

Additional Hiring Notes:

- Pratt student employees are employed on an "at will" basis. Pratt reserves the absolute right, at its own discretion, to terminate any employee with or without cause, at any time, without prior notice or warning, and without the necessity of following any particular procedure.
- International students who do not have a social security number must ensure their department completes the social security letter. This letter must be brought to International Affairs AFTER your employment documents are completed and given to Human Resources. A list of the required forms can be found on page 7 or this handbook.
- Students must be enrolled at least part time (6 credits) in the current semester to be eligible to work. Students who work during summer must be pre-registered for fall or registered for spring.
- Students who are graduating may only work until the end of the semester that they are graduating. Once a student has ceased classed, they are no longer eligible to participate in Student Employment.
- Students cannot start working until they complete their employment documents, and are cleared by the Payroll office. **Students may not begin working until they receive the authorization email.**
- Student Employment funding will be cancelled if the student drops below part time status, withdraws, or graduates from Pratt Institute.
- Students may work no more than 20 hours a week or more than six hours a day during the fall and spring semesters.
- Students may work up to 35 hours a week or more than seven hours a day when school is not in session and during the summer.
- Students must log a 30 minute break with every six hours worked.
- Students are not permitted to work on Institute holidays.
- Students may work during semester breaks with the approval of their supervisor.
- Holidays, snow days and sick days are not to be counted as hours worked.
- Student employees are not paid for lunch or break periods.
- Overtime is not authorized for student employees.
- Elimination or running out of budget for Student Employment may result in the end of a student's appointment. In cases where appointments end mid-semester due to budget issues, every effort will be made to find the student a new position. This does not guarantee that one will be found but the CCPD office will prioritize these students for open positions.

Finding a FWS, SWF, or GA Job on campus

❖ The Center for Career & Professional Development (CCPD) at Pratt Institute, located in East Building 001 on the Brooklyn campus, is a great place to start your search for employment at Pratt, whether on or off-campus. The CCPD can assist you with accessing current available openings through the PrattJobs site and with locating a position on–campus. Staff and peer counselors are available to help match your skills to open positions, answer questions on applying and interviewing for jobs, and help you make the most of your student employment experience.

Getting Started

Pratt Jobs is equipped with a web services to help supervisors and students in the job posting and hiring process.

With this tool, students will be able to:
- Search for jobs using any number of different criteria
- Receive automated email when preferred jobs become available
- Review a history of job hiring to get a better understanding of Pratt's student employment needs
- Apply for jobs online
- Contact the Student Employment Office

These new services use a Web interface and are designed, like other websites, to be self-explanatory. Additional help on each Web page can be accessed by clicking these icons:

ⓘ   «?»

The instructions contained in this document will help explain some of the
features of the website and how to use them. Please do not hesitate to email any questions to stuemp@pratt.edu. To get started, type the following address into your Internet browser's address bar.

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

Student Employment Login Page

The login page of the Student Employment website is designed for not only to allow for supervisors and student to login. The front page also contains information including the Student Employment Handbooks and the Payroll schedule.

Pratt

Supervisors Login

Students Login

Job Listings

Log Out

Welcome to PrattJobs

What's New?

- Direct Deposit
- Contact Us
- Supervisor Handbook
- Student Handbook
- 2013-2014 Payroll Schedule

PrattJobs is the portal for all aspects of Student Employment: from hiring to timesheet management. Students are able to apply for positions, download paperwork and manage timesheets. Supervisors can create and post positions, hire students, and maintain timesheets.

Student Employment Home Page

Once login is completed, the website directs student users to the Student Employment home page. Features accessible from the home page include:

Pratt

Student Employment Home

My Timesheets

Job Listings

Log Out

Student Employment
Student Information

Below you will find helpful information to assist you with any questions you have about Student Employment.

Information and Resources

Find an On-campus Job
Conduct quick and advanced searches for available jobs- even apply online!

User's Guide
[JobX] [TimesheetX]
Download the PrattJobs User's Guide in PDF format.

JobMail
New features added! Using our automated email service, be the first to know when jobs matching your established criteria become available. Your ID and Password are required.
Click here for instructions!

Need a W-2 or Paystub?
Access through I-Pay. Requires a log-in.

All Student Employees

Student Employee Handbook
Policy and Procedures Manual for Student Employment.

Forms & Information
Click here for Student Employment Hiring Paperwork (i.e. W4, I9, Confidentiality Agreement, etc.) and helpful information regarding the Pratt Work Study program.

Current Student Employees

2013-2014 Payroll Schedule
Click above to see the Pratt 2013-2014 Payroll Schedule.

Sign up for Direct Deposit today! (pdf)

Find an on-campus Job – Use a number of different tools to browse all available job offerings.

Signup for JobMail – Sign up to receive a systematic email when a new job is posted on the Web site that matches your designated criteria.

Forms & Information – Access important forms and/or information.

Contact Us – Submit questions and comments to the Student Employment Office online. This is the best way to contact us.

Find a Job

Every job posted on the Pratt Jobs website can be found and applied for through the Find a Job page.

1 ▸ To login, you must navigate to the to the following URL:

   https://pratt.studentemployment.ngwebsolutions.com

2 ▸ Click the Student Link. Next, click Find a Job or Shop for a Job on the "Student Home Page" or the left-side navigation bar.

. 3 ▸ The Quick Search page loads first, allowing you to find jobs quickly by selecting from the most frequently run searches.

Find A Job   ⓘ

🛟 **Help**

Choose a Search type

Choose from the quick search options below or click on the "Advanced Search". If your school uses funding sources, your funding source selection(s) will filter results in either type of search. To change your funding source selection, click Update Funding Source Choices.

[Run a New Search]

🔍 Quick Search   🔲 Advanced Search

Select a quick search.

Grad Assistant - Full Time Jobs	Summer Grad Assistant Jobs
Student Payroll Position Jobs	Summer Student Payroll Position Jobs
Student Life Grad Assistant Jobs	Summer Student Life Grad Assistant Jobs

4 ▸ To run a Quick Search, simply click the name of the search. The results page will load.

5 ▸ Advanced Job Search - If you want to be more specific in your job hunt, click the Advanced Search tab. Advanced Search allows you to find jobs by selecting a combination of search criteria.

2 ▸ Narrow your search by defining as many or as few criteria as you want.

Keyword searches job title, description, requirements, and employer name.

Click the ⊞ sign next to a criterion branch to expand your options. Then, follow the instructions to choose specific items within that criterion. Your choices are not cleared by collapsing a branch of the search criteria. Your choices will be preserved and used in the search.

3 ▸ Once you have defined your criteria, click the "Search!" button. If you are not getting any search results, check the Data Bank at the bottom of the search screen to confirm the number of available jobs. If there are a sufficient number of jobs within the job type you are searching, try making your search broader

> **Please Note!**
> Advanced Search will return results based on the logic of AND between search criteria and OR within them. For example, select the Categories: Office/Administrative; Athletics; and Manual Labor along with Timeframe: Summer. Your results will include only summer jobs that have the category of Office/Admin, Athletics, or Manual Labor.

▸ Results Page

This page displays the results of your search and allows you to access the details of a job.

1 ▸ To view the details of a job, you can click on the magnifying glass beside each job.

Apply for a Job

You can apply online for one or multiple jobs by completing one singular application. However, please read job descriptions carefully as some jobs may only be applied for by contacting the employer directly. Please Note: Pratt has instituted a limit of how many jobs you may apply for within a session. Therefore, if you attempt to apply for more than the designated limit, you will be notified about the limit so you can modify your original selection of jobs to be equal to or lesser than the designated limit of five.

To apply online for one or more jobs via a singular application, please complete the following steps:

1 ▸ Click the check boxes beside each job you are interested in submitting an application for and click the "Apply for selected jobs" button.

2 ▸ Pratt requires you to login. Some positions may also require you to validate you information against certain data within PrattJobs to determine whether or not you're eligible to apply for a specific job. If you fail to meet the requirements to apply for a specific job, you will be presented an error message detailing why you're ineligible for the job(s). If you meet the eligibility requirements to apply for the job(s) selected after passing validation, you will be taken directly to the online job application.

| 3 ▸ complete the form (shown below) and then click Submit when you are finished.

This form may ask different questions depending on the department that is posting the job. If you leave questions blank that are required to be answered, the system will not allow you to submit your application.
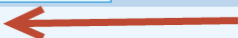
Some positions may require a resume to apply for a position. You can simply browse to your resume and click the "Open" button to attach your resume to your application.

4 ▸ Once you click Submit, the supervisor will receive an automated e-mail informing them of your application. Supervisors will be receiving many applications, so please do not expect an immediate reply. Supervisors will most likely contact you by email at the address you designate on your application.

You have completed the job application process!

You are applying for the following jobs:

- Accounting Supervisor
- Test Off Campus Federal Work Study Jobs 121013
- Clerk III

General	
First name	Roy *
Middle name	a
Last name	Rogers1 *
Email *Please use your institutional email address (if you have one)*	royrogers1@ngwebsolutions.com *
	(re-enter to confirm)
Student ID	111111111 *
Resume	Browse…
Phone	9045551212 *
Local Address	12233 Test St Jacksonville, FL 32222 *
City	jax *
State	Florida *
Zip Code	32225 *

Submit

JobMail

JobMail is a system that notifies you automatically by email when jobs of interest to you are posted. To enable JobMail, you must login to Pratt Jobs. Your JobMail subscription can be accessed by clicking the "My JobMail" or "My Dashboard".
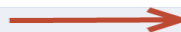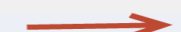
1 ▸ To configure your JobMail subscription, please click Add New Subscription next

My JobMail Subscriptions

Edit My Profile

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On Campus Federal Work Study «?»		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	2 selected	[View/Modify]
» Category	0 selected	[View/Modify]
» Employment Period	0 selected	[View/Modify]
NSE «?»		[Add New Subscription]
There are no subscriptions for this job type.		
JLD «?»		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	0 selected	[View/Modify]
» Category	0 selected	[View/Modify]
» Employment Period	0 selected	[View/Modify]
Off-Campus Federal Work Study «?»		[Add New Subscription]
There are no subscriptions for this job type.		

to the job type which you would like to receive JobMail.
2 ▸ Click [View / Modify] next to the search criteria that you want to use to limit your job search. For instance, if you want to limit your JobMail by jobs posted for particular times of year, click [View / Modify] next to Time Frame.

On-Campus Jobs (FWS & CWS) «?»		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	3 selected	[View/Modify]
» Category	2 selected	[View/Modify]
» Time Frame	1 selected	[View/Modify]
Off-Campus Jobs (Federal Work Study) «?»		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	0 selected	[View/Modify]
» Category	0 selected	[View/Modify]
» Time Frame	0 selected	[View/Modify]
On-Campus Non-FWS Jobs «?»		[Add New Subscription]
There are no subscriptions for this job type.		
Off-Campus Non-FWS Jobs «?»		[Add New Subscription]
There are no subscriptions for this job type.		

3 ▸ When you click [View / Modify], a small menu will appear, allowing you to select the specific items of interest to you.   For instance, to receive mail about summer jobs only, click [add] next to Summer and the item will move under the Selected Items list. When you have completed your changes, click [Done] at the bottom of the menu.

Choose Time Frame(s)   [×]

Selected Items   [Remove All]

None selected

Available Items   [Add All]

Fall   [add]
Winter   [add]
Spring   [add]
Summer   [add]
Academic Year   [add]
Temporary   [add]

[Done]

4 ▸ After you click [Done], you will be returned to the My JobMail Subscriptions . You can add additional criteria to filter your JobMail, but you must click the Save Subscription(s) button after you have completed all your changes. This will save your changes for all subscriptions. If the Save Subscriptions(s) button does not appear after you add or delete a subscription, it means your changes have

automatically been saved.

Note: You only need to select criteria that you want to use to narrow your job search. In other words, if are interested in any type of summer job, regardless of the job's Category or Employer, do not select any items for those two criteria. Only select summer for Time Frame.

If you do select multiple criteria, such as Time Frame and Category, JobMail will assume the following logic: OR within a particular criterion and among them. In other words, if you choose Time Frames Summer, Fall, and Winter and Category Laboratory, you will receive JobMail for the following jobs:
   o Category: Laboratory AND Time Frame: Summer
   o Category: Laboratory AND Time Frame: Fall
   o Category: Laboratory AND Time Frame: Winter
You will not receive JobMail about a job with Category: Laboratory AND Time Frame: Spring, for instance.

5 ‣ You can create as many subscriptions as you would like. The subscriptions have no relationship to each other. If you want to re-name a subscription, click the name of the subscription, such as Subscription1, and a window will open allowing you to enter a new name.
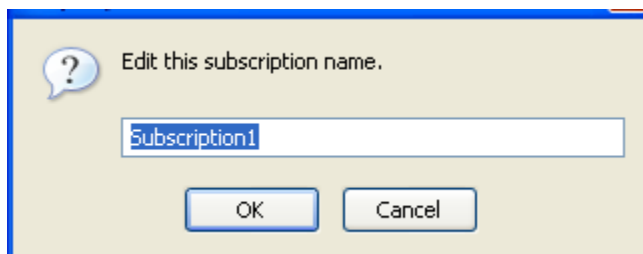
6 ‣ Once you have saved any changes to your subscriptions, return to the student home page by clicking the link on the left-side navigation bar.

Once you've been hired

Every student employee at Pratt must complete new-hire paperwork; this paperwork is similar for any kind of paid employment, off-campus or on-campus. **You cannot begin working until these forms are received. For on-campus employment, you will be given an official start date via email by Pratt's Payroll Department via email.**

 Paperwork to be completed by all students includes:

   ❖ **W-4 Form** – This is a standard hiring tax form all Pratt employees complete. Student employees who file exempt must complete a new form by February 1st on the following year.

❖ **I-9 Form** – This is the Employment Eligibility Verification Form issued by the Department of Homeland Security, which requires that all employees hired in the U.S. provide proof of their identity and employment eligibility. A list of acceptable documents (originals only) can be found on page 9 of the I-9, which can be downloaded from the Forms and Information section of PrattJobs. Please note that all documents must be unexpired.

❖ **Wage Protection Act** – This is a form required by the New York State Department of Labor. It informs all employees of their pay rate and payday. This form is completed by the supervisor and must be signed and acknowledged by students when they are hired or there is a wage change.

❖ **Assistantship Form** – For GA student hires only.

❖ **Employment Authorization Form** – (**Filled out by the department**) Form with hiring department information, wage amount, and signature of department.

❖ **Direct Deposit Form** -- (optional)

❖ **Social Security Letter** -- (**Required for International Students only**) Letter is needed for an international student to receive a social security number. Must be filled out department and brought to Human Resources.

You will need to bring these completed forms and documents to the Human Resources (HR) Office in Myrtle Hall on the 2nd floor. If you are an international student, you will need to bring your social security letter to the Office of International Affairs.

HR will accept and review these documents, and scan and forward the tax forms to the Payroll Office. Once Payroll has entered your information, you will receive the following email letting you know that you've been hired:

Hire Email from PrattJobs

The following student has been approved for work. Please note the new Student Employment wage classification that was put in place on July 1, 2013, which outlines wages that a student can be paid. Please also note that minimum wage was increased with the state of New York to $8.00 as of December 31, 2013. Any employment authorizations revived with a wage below minimum will have the students wages increased to $8.00. Please review the handbooks on the website for further information.

https://pratt.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=6

Hire Request Details:
Student Name: Teal Barnes
Email Address: tbarnes@pratt.edu
Position: Teaching Assistant
Employer Name: Budget Office-5133
Primary Supervisor: Richard Soto (Rsoto@pratt.edu)
Wage: 9.00

Federal Work Study (FWS) and Student Work Funds (SWF) Employees:
Please ensure that you are completing your time sheet within the prescribed deadlines.

Graduate Assistant Students:
You are not required to fill out time sheets.

Please ensure that you are registered for at least 6 credits for the period that you are working (i.e. registered for fall to work fall semester). If you are working during summer, please ensure you are either registered for 6 credits for the summer or per-registered for at least 6 credits for the upcoming fall. Students who are not registered will be terminated. Please use the following link to access your time sheet online. You will also find paycheck schedule and other information.

Supervisors:
Please ensure that FWS and SWF students are completing time sheets before their deadline. You must also ensure that you are approving time sheets before the supervisor deadline. Late approvals cause late payment. Please also ensure that you are monitoring your expenditures, as all Student Employment funds have been allocated and requests for additional funds will not be honored.

Payroll Schedule

The full payroll schedule can be found at:
https://pratt.studentemployment.ngwebsolutions.com/

Timesheets must be submitted by 12:00 pm on the last Thursday of each pay period and must be approved by the supervisor by the following Monday. Unapproved timesheets will not be processed until they go through the proper review process. If this happens after the finalization of payroll, you will not be paid until the next payroll.

 Paychecks are available by either direct deposit or paper check. Checks can be picked up at the Bursar window on the 6th Floor of Myrtle Hall.

Step by Step: Student Hiring Process

Visit the Center for Career & Professional Development (CCPD) in East Hall 001 for information & access to PrattJobs

OR

Log-in to your PrattJobs account & search/ apply for an open position on campus

Apply for a job

Interview for position with the department

If a job is offered, download I-9, W-4, Wage Protection Act, Employment Authorization and Direct Deposit Forms (optional) from the PrattJobs site

Complete all forms and go to Human Resources to submit paperwork
(Myrtle Hall, 2nd Floor)

Choose payment option (direct deposit or check) to receive funds

Student and hiring supervisor will receive an e-mail from Payroll with an offical start date

Start working

Timesheets & Timesheet Management

FWS and SWF are paid hourly for the work they perform. Timesheets are submitted electronically on a bi-weekly basis by the student on PrattJobs. Student logs in to PrattJobs every other Thursday by 12 pm to submit your timesheet online. Any hours you accumulate after 12PM on the Thursday you submit your timesheet; you will be paid for with your next paycheck.

Getting Started

Time sheets must be entered online for all Pratt Student Employment jobs.

You can access this system though any Web browser at:

https://pratt.studentemployment.ngwebsolutions.com

▸ Once you have selected Student Login and My Timesheets, you will be prompted to login.

If this is your first time visiting this site, please click here. Otherwise, Please Log In!

| Email Address | nextgenth |
| Password | |

[Log in]

You are required to log-in to use the system. Enter your username (email address) and password.
By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use only information that I need in the performance of my employment duties.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Employers, don't have a password? Request permission to post jobs by clicking here.

Help! I forgot my password! (If so, click here).

▸ Use your Pratt e-mail address and password, and then click Log In. The system will load the time sheet management screen, explained on the next page.

> ❓
>
> If you have questions about how to use the new time sheet system, please contact your supervisor first. You may then be referred to the Payroll Office.

▶ **This page will provide you the status of and access to all your time sheets for a particular job.**

Hire Time Sheets

For Your Job: Beaker Cleaner

Confirm that this is the job for which you want to manage time sheets.

> Too Much Time Worked Warning «?»
> You've worked too many hours this week.

Warnings help remind you of Pratt Student Employment rules as well as the status of current time sheets. Hover your mouse over << ? >> if you need more information about a warning.

Time Sheets for Job: *Test Clerical Assistant – 111813*

Status	Pay Period	Start Date	End Date	Time Sheet
🚩	09/01/13 - 09/30/13	Sunday, September 01, 2013	Monday, September 30, 2013	Go to time sheet
⏰	08/01/13 - 08/31/13	Thursday, August 01, 2013	Saturday, August 31, 2013	Go to time sheet

Click here to access a time sheet.

These icons help identify the status of your time sheets. Hover over the icon for a description. See below for a legend of possible time sheet statuses.

If a time sheet is delinquent past a particular point, you may not be able to access it. There may also be other instances in which a time sheet is inaccessible. Please contact your supervisor if you have questions.

You can view the details of your current job here.

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes

Hire Details

Title - Test Clerical Assistant - 111813
Cost Center - Student Employment
Wage - $8.00
Hire Start - Thursday, August 1, 2013
Hire End - Saturday, May 31, 2014

▶ **Below is a legend of icons and corresponding time sheet statuses.**

📝	In Progress	🗓	Pay period finalized by Payroll
⏰	Submitted to Supervisor – Pending Approval	❌	Never Started by Student
📋	Approved by Supervisor	🚩	Started, but Delinquent
⊗	Dismissed by Supervisor	🔄	Reopened by Supervisor or Administrator
↩	Returned by Supervisor	❓	Unknown

 ▸ **For each pay period, you must start a new time sheet. New time sheets will not be available to be started until the pay period has begun. Once you click Start New Time sheet, a window will confirm your action and will remind you of the time sheet's deadline. Even if you will not work any time for this pay period, you MUST start a time sheet and dismiss it. (See below for instructions.)**

You will then be directed to this page:

You can confirm the status of your time sheet here.

Manage Time Sheet

Student Roy a Rogers1
Job Title Test Clerical Assistant - 111813
Status Incomplete
Pay Period 09/01/13 - 09/30/13
Deadline *October 2, 2013 12:00 AM*

This table provides details about the pay period, including when you will get paid. Hover your mouse over the "3 days…" link for an exact date.

Time Sheet Entries						
Date	**Start**	**End**	**Break**	**Hours**	**Edit**	**Delete**
There are no entries to display.						

» Click to dismiss time sheet if no hours will be worked for this pay period.

» **Add New Entry**

Even if you will not work any time for this pay period, you MUST start a time sheet and dismiss it by clicking here.

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes

09/01/13 - 09/30/13

Start - Sunday, September 1, 2013
End - Monday, September 30, 2013
Student Deadline - Wednesday, October 2, 2013 (12:00AM)
Supervisor Deadline - Thursday, October 3, 2013 (12:00AM)
Pay Date - Tuesday, October 15, 2013

To add a new entry to your time sheet, click here. Additional instructions about how to add time are on the next page.

If you need to add a note to your time sheet such as "I didn't work on Tuesday because I was sick," do so by clicking here. Notes will be read by supervisors. Notes auto-generated by the time sheet system may also appear in this list.

Review Time Sheet

Please review the time sheet you are about to submit for accuracy. If the time sheet is correct, click Submit; otherwise, click Cancel to make changes.

Time Sheet Entries				
Date	**Start**	**End**	**Break**	**Hours**
Sunday, September 01	8:00 AM	10:00 AM	--	2 hrs
			Total:	2 hrs

[Submit Time Sheet] [Cancel]

A quality control step is provided to ensure the utmost accuracy with your entries before turning in your time sheet to your supervisor.

▶ **Once you click Add New Entry, the following screen will open for you to enter time.**

Time Sheet Entries				
Date	**Start**	**End**	**Break**	**Hours**
Sunday, September 01	8:00 AM	10:00 AM	--	2 hrs
Sunday, September 01, 2013	8:00AM ⌄	8:15AM ⌄	No Break ⌄	Add Cancel
Monday, September 02, 2013				
Tuesday, September 03, 2013			**Total:**	2 hrs
Wednesday, September 04, 2013				
Thursday, September 05, 2013				
Friday, September 06, 2013				
Saturday, September 07, 2013				
Sunday, September 08, 2013				
Monday, September 09, 2013				
Tuesday, September 10, 2013				

| ...s | Supervisors | Accounts | Notes |

Select the day for which you want to enter time. You may not enter time for days in the future, only for the current day or days in the past.

Once you've added your time, you can edit or delete an entry with these links.

Enter your time using the drop-down menus. If you took a break during that time, enter that in the break column. You may also enter two different entries for the same day. When you have completed your entry for that day, click Add.

Time Sheet Entries						
Date	**Start**	**End**	**Break**	**Hours**	**Edit**	**Delete**
Sunday, September 01	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Monday, September 02	8:00 AM	8:15 AM	--	15 mins	Edit	Delete

» **Add New Entry**

| | | | | **Total:** | 2 hrs 15 mins | |

Manage Time Sheet

Student	Roy a Rogers1
Job Title	Test Clerical Assistant - 111813
Status	Incomplete
Pay Period	09/01/13 - 09/30/13
Deadline	October 2, 2013 12:00 AM

Actions
Submit time sheet »
Return to hire »
Log out »

Time Sheet Entries						
Date	**Start**	**End**	**Break**	**Hours**	**Edit**	**Delete**
Sunday, September 01	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Monday, September 02	8:00 AM	8:15 AM	--	15 mins	Edit	Delete

» **Add New Entry**

| | | | | **Total:** | 2 hrs 15 mins | |

| Pay Period Info | Hire Details | Awards | Supervisors | Accounts | Notes |

09/01/13 - 09/30/13
Start - Sunday, September 1, 2013
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Student Deadline - Wednesday, October 2, 2013 (12:00AM)
Supervisor Deadline - Thursday, October 3, 2013 (12:00AM)
Pay Date - Tuesday, October 15, 2013

When you've completed all your entries for the time period, click Submit Time Sheet. The page will reload and ask you to review your time for accuracy.

Review your time and if it is correct, click Submit Time Sheet. Otherwise, click Cancel and you can correct any entries. You will be prompted again to confirm your time sheet submission.

Once you click OK, you will no longer be able to edit this time sheet. If you realize later that you have made an error on your time sheet, contact your supervisor immediately. S/he may return it to you to correct or may correct it him/herself. If a time sheet is returned to you, be sure to correct it immediately and re-submit it.

Student Employment Frequently Asked Questions

When will I get paid?
You can find the date on which you will get paid listed in the pay period information section at the top of a time sheet. If you do not receive a pay check on this date, contact your supervisor. Your supervisor must review your time sheet before it can be approved by an administrator and your wages paid to you. Graduate Assistantships are paid in equal installments, bi-weekly over the length of the semester.

I'm a graduate student. Can I work past the date I finish classes?
Student Employment is only available to active students. Once a student finishes classes, they are no longer eligible to participate. Last day of classes for Student Employment is the last day of the semester in which the student is graduating.

I started a time sheet but missed the deadline for submitting it. Now what do I do?
If a time sheet is not submitted to your supervisor and approved by the time the pay period is finalized, it will not be processed. You can continue to edit and submit your time sheet even after the deadline of the pay period has passed. It will be processed on the next processing date for the current pay period.

My supervisor returned my time sheet to me. What should I do?
When your time sheet is returned to you, your supervisor will include a note that informs you what needs to be corrected before it can be approved. Access the time sheet from the main page and revise any entries, then resubmit it for approval.

I forgot to enter time from a pay period that's already been finalized and paid. What do I do now?
Contact your supervisor. He or she will need to contact Payroll for assistance. You will not be able to alter time entries that have been finalized and paid to you.

Why can't I enter time for a particular day?
You may not enter time for days in the future, and the drop-down list of possible days reflects that rule.

Can I start a time sheet that's already past deadline?
Yes, you may go back as far as two pay periods and submit a time sheet to your supervisor. Follow the standard procedures for starting a time sheet, entering time, and submitting it to your supervisor. To ensure that your supervisor understands why you're submitting an old time sheet, you may want to e-mail him/her or add a note at the bottom of the time sheet.

I worked from 10pm to 2am. Do I enter my time on one day or two?
If you worked one segment of time that overlaps two days, you can enter it in one entry. To do so, simply select your start time, and then be sure the end time you select is from
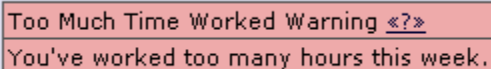
the bottom of the drop-down list where entries are marked with an asterisk. (The asterisk indicates times that are on the next day.) Once you click Add, the software will automatically break up your entry in to two separate days. If you need to edit that time, you must edit the entries separately.

What happens if I exhaust my FWS allocation?
Students must contact the Financial Aid office to see if their FWS allocation can be increased. Increases to FWS allocations are based on a student's additional financial need and additional budget allocation by department. If your FWS cannot be increased, you may speak to your supervisor and ask to be rehired as a Student Work Funds (SWF) employee after your FWS period. Your supervisor must do the following to rehire you as a Student Work Funds employee:

- Contact Payroll to terminate your FWS wage breakdown
- Hire you under a new SWF wage breakdown

Calculate your FWS award and make sure it covers your employment, through to your end date. If not, then set a date to discuss FWS with the Financial Aid Office at least 2 weeks before your allocation is finished. Also, discuss being rehired with your supervisor at least 2 weeks prior to the end of your award allocation. Warnings look like this:

Too Much Time Worked Warning «?»
You've worked too many hours this week.

How many hours can I work?
Students are allowed to work up to 20 hours a week or six hours a day when school is in session. When school is not in session, students are allowed to work up to 35 hours a week or seven hours a day. During summer employment, even though school is in session, students can work up to 35 hours per week or seven hours a day. ***Reminder: a half hour break is required after working six (6) consecutive hours.***