

What is a Sponsored or Special Project for Student Employment?

Sponsored or Special Projects for Student Employment (SSP) are employment opportunities for students that fall outside of Federal Work-study (FWS); Pratt funded Student Work Funds (SWF) and Graduate Assistantship. These employment opportunities are typically employment openings that have been historically filled by students or a student fills the requirement. These positions do not supplement or supplant regular student employees. These programs are required to be housed with PrattJobs, which ensures that the position follows certain requirements for employing student on campus. A SSP 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.

Procedure to hire a student into SSP:

- Contact Human Resources (HR) to review the position
 - HR will review the positions to ensure it doesn't supplant or supplant current student employment funds. While the positions are not required to follow the current Student Employment wage classification, the wage must be appropriate. HR will review wage to ensure it is appropriate for the required skill sets and tasks that are outlined in the job description.
- Request for account to be opened
 - For student to be paid through Pratt Jobs that are not part of Student Employment, funds must be transferred into the 71112 account. The request should be made to either Payroll if the funds to be transferred are (insert funds type) or The Budget Office if the funds are (insert funds type).
- Request funds transfer
 - The budget transfer must be signed by the staff member within your department that has responsibility for the budget. The form is then sent to The Budget Office to process.
- Contact Office Of Career and Professional Development (CCPS)
 - Upon reconfirmation of the budget transfer, the department should create a job description. If you do not already have one, you will be required to create a PrattJobs account. This will allow you to post your open position(s) online. Please note that the CCPD **will not** post your position for you; they will assist you with getting the necessary access to Pratt Jobs and assist with posting the position, if needed.

Once all these steps are taken, the student is required to fill out employment forms, which can be found on the student employment website, including:

- W-4 Form
- Wage Protection Act Form
- I-9 Form(if not completed previously)

Additional Hiring Notes:

- Students must be enrolled at least half time (6 hours) in the current semester to be eligible to work.
- 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 the documents are completed and given to Human Resources.
- Students cannot start working until they complete their employment documents, and are cleared by the Payroll office. Students **will not be paid for hours worked before they are authorized.**
- The student job will be cancelled if the student drops below half time status or withdraws 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 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.
- 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.

Please review the Student Employment Handbook for procedures including how to complete a hire through Pratt Jobs, required paperwork and timesheet administration.

https://pratt.studentemployment.ngwebsolutions.com/cimages/Handbook_Supervisor%20-%20Final.pdf