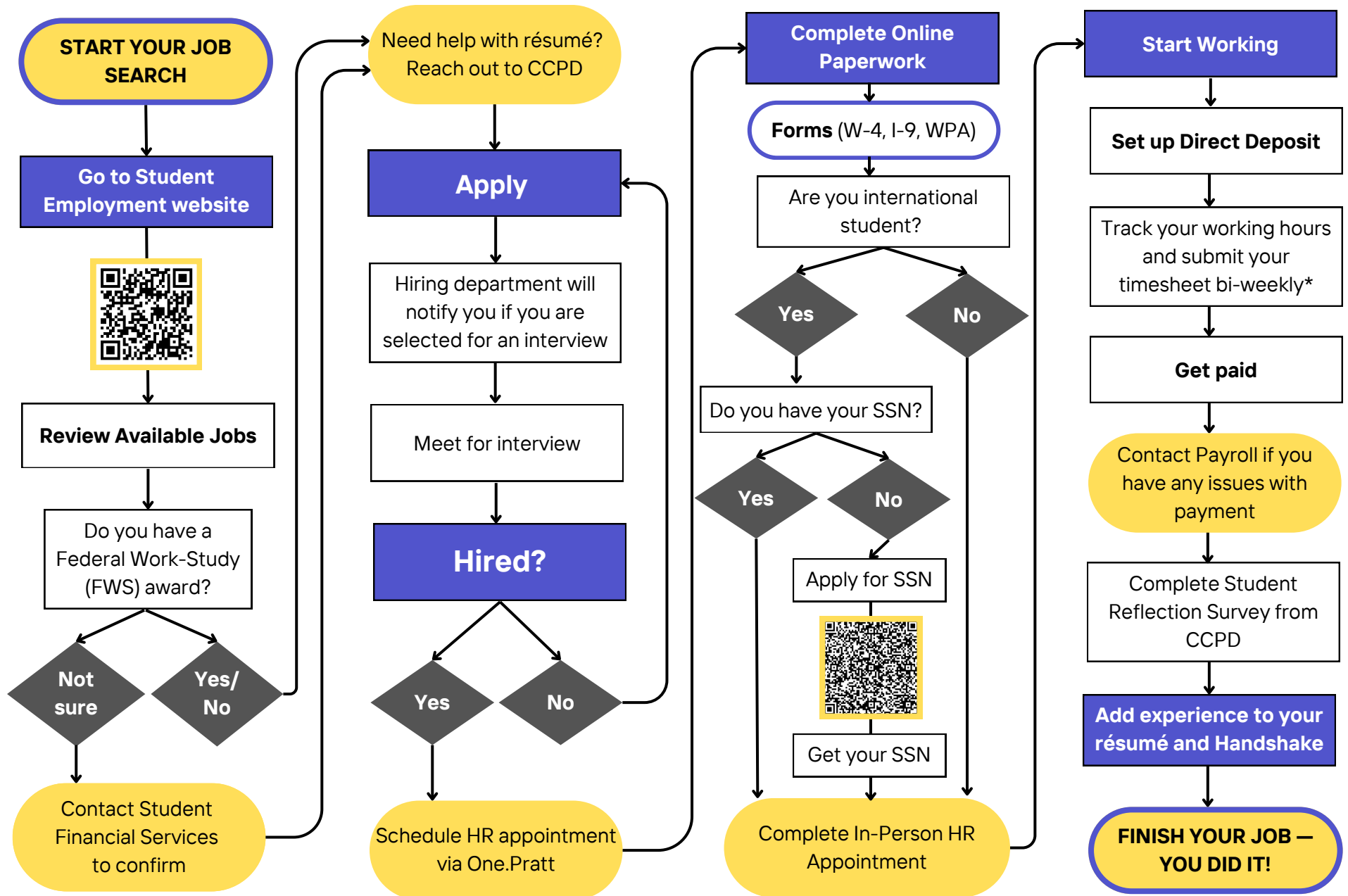


ON-CAMPUS EMPLOYMENT FOR STUDENTS



Contacts

Center for Career & Professional Development (CCPD)

Job search and preparation (resume, interview)

career@pratt.edu; East Hall 001

HR Student Employment

Hiring process and paperwork; Employment Verification Letters

hrstudentemployment@pratt.edu; Myrtle Hall, 2nd Floor E2

Payroll Office

Timesheet management & payments; Paylocity

payroll@pratt.edu; Cannoneer Court, 2nd Floor

Student Financial Services

Federal Work-Study (FWS) eligibility

sfs@pratt.edu; Myrtle Hall, 2nd Floor

Office of International Affairs (OIA)

SSN application support

oia@pratt.edu; Myrtle Hall 2nd Floor E5



Find out more about working on
campus — scan here

- * *Graduate Assistants are not required to submit timesheets.*

Forms

I-9 — Federal government's Employment Eligibility Verification Form. Bring proof of your identity and eligibility to work in the U.S.

W-4 — Employee Withholding Allowance Certificate, used by Payroll to determine how your wages should be taxed.

WPA — Wage Theft Protection Act Form, required by N.Y. State, gives you information about your wage rate and pay cycle. It must be completed by your supervisor in duplicate and signed off by you.

Employment Authorization Form — this form is for Federal Work-study (FWS) and Student Work Fund (SWF). It contains the hiring information for employment including start date, wage, and the department. It must be completed by your supervisor.

Graduate Assistantship Form — this form is for Graduate Assistantship (GA) hires. This form is filled out by supervisors for GA positions.