ON-CAMPUS EMPLOYMENT FOR STUDENTS

Pratt

START YOUR JOB SEARCH
↓
Go to Student Employment website
↓
[QR code]
↓
Do you have Financial Aid?
↓
Yes / **No**

(Yes) → Do you have a Federal Work-Study (FWS) award?
↓
Contact Student Financial Services to confirm

(No) → Need help with résumé? Reach out to CCPD

Need help with résumé? Reach out to CCPD
↓
Apply
↓
Hiring department will notify you if you are selected for an interview
↓
Meet for interview
↓
Hired?
↓
Yes / **No**

(Yes) → Schedule HR appointment via One.Pratt

(No) → back to Apply

Complete Paperwork
↓
Forms (W-4, I-9, WPA, Direct Deposit, etc.)
↓
Are you international student?
↓
Yes / **No**

(Yes) → Contact OIA for help with SSN if you don't have it
↓
Get your SSN
↓
Accept your hire on SE website*

(No) → Accept your hire on SE website*

Complete Onboarding
↓
Track you working hours and submit timesheet bi-weekly*
↓
Get paid
↓
Contact Payroll if you have any issues with payment
↓
Complete Student Reflection Survey from CCPD
↓
Add experience to your résumé and Handshake
↓
FINISH YOUR JOB — YOU DID IT!
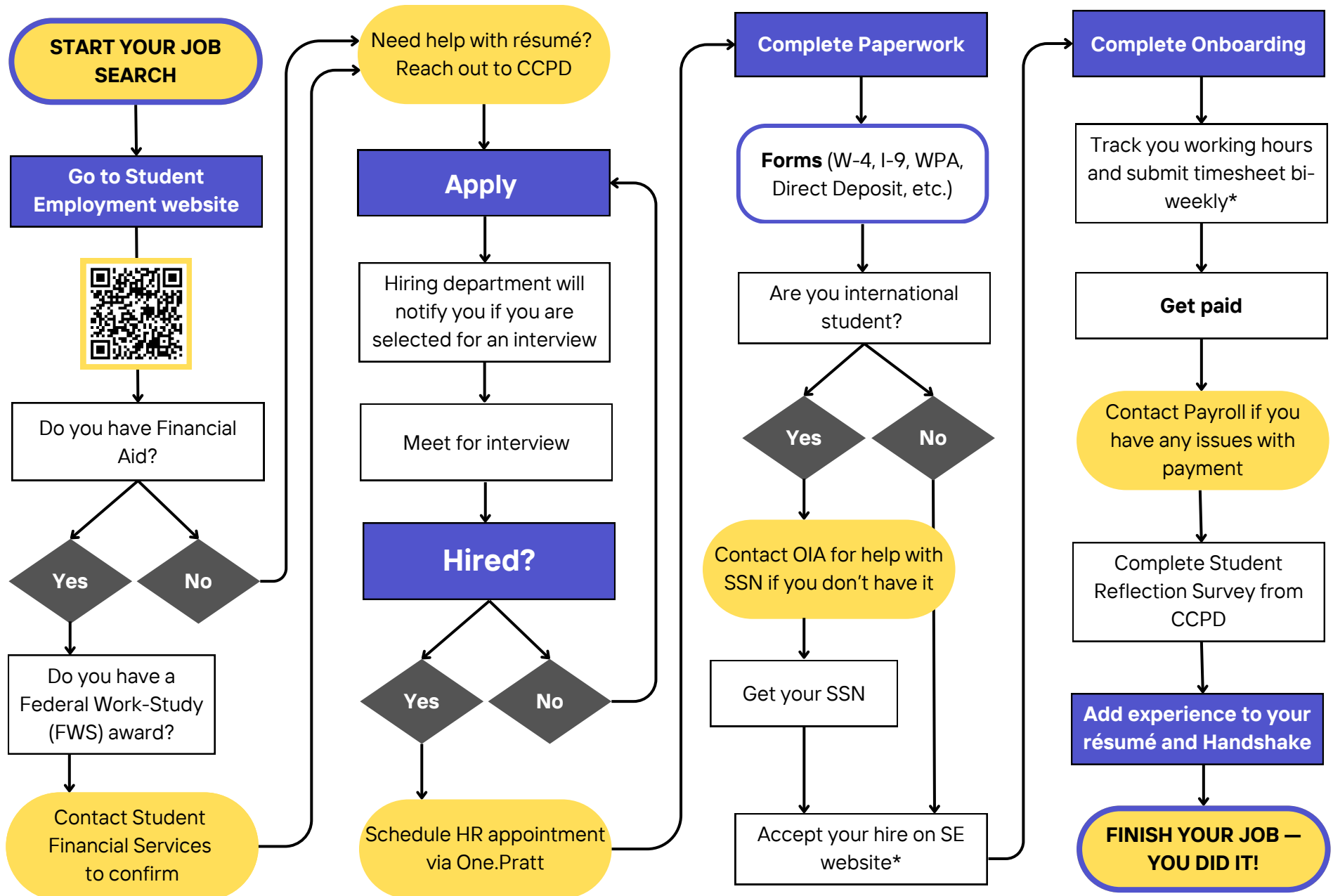
Contacts

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

* *If you were hired into a Graduate Assistantship you are not required to complete a timesheet or required to 'Accept/Decline' your hire.*

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.