

Student Employment – Master Contact List

<p>HR Student Employment Myrtle Hall, 2nd Floor E2 hrstudentemployment@pratt.edu</p>	<ul style="list-style-type: none"> • Accepts new hire and rehire paperwork for student employees • Maintains paperwork and records for student employment
<p>Payroll Office Information Science Center, 4th Floor payroll@pratt.edu</p>	<ul style="list-style-type: none"> • Approve student hires in Student Employment Portal • Assist supervisors with timesheet management • Research and resolve issues after hire including incorrect or missing payments • Paylocity • Lost and stolen check research
<p>Center for Career & Professional Development East Hall 001 career@pratt.edu</p>	<ul style="list-style-type: none"> • Assist students on how to look for on-campus employment • Assist students with their resumes
<p>Student Financial Services Myrtle Hall, 6th Floor sfs@pratt.edu</p>	<ul style="list-style-type: none"> • Awarding, monitoring, revision, and maintenance of all Federal Work-Study (FWS) awards to eligible students
<p>International Affairs Office Myrtle Hall 2nd Floor E5 uia@pratt.edu</p>	<ul style="list-style-type: none"> • Liaison between International Students and Social Security Administration • Assists International students with hire paperwork
<p>Department You Work For / Your Supervisor</p>	<ul style="list-style-type: none"> • Manages online hire procedure • Accepts application materials, conducts hiring • Assists students with hire paperwork • Assist students with timesheets