

# Student Employment @ Pratt Orientation

Center for Career and Professional Development,  
Payroll, Human Resources, Student Financial Services



**Pratt**

# Today's Learning Outcomes

- Learn the different types of student employment
- Familiarize yourself with the application and payroll process
- Identify and discuss the challenges of on-campus employment

# What is Student Employment?

Student Employment at Pratt assists students with on-campus job opportunities while they engage in their studies.

This program allows you to gain valuable work and career-related experience and participate in a campus community that will contribute to your professional development.

# Why On-Campus Employment?

- Additional income
- Work experience for your resume
- Develop connections with Pratt staff/faculty
- Partner with your peers
- Learning time-management, collaboration, and many other transferable skills

# Different Types of Student Employment

## 1. Federal Work Study (FWS)

- Funded by the federal government.
- Awarded as part of a student's Financial Aid package.
- Paid on an hourly basis.

### **To be eligible for FWS, you must:**

- Complete the FAFSA and be awarded FWS funds
- Be enrolled for at least six (6) credits for the semester you are working during fall and spring\*.

**\*There are usually no FWS jobs during the summer term.**

# Different Types of Student Employment

## 2. Student Work Fund (SWF)

- Pratt funded program not dependent on a financial aid award.
- Paid on an hourly basis.
- 'On campus student employment' in the Alternative Funding Source(s) field.

### **To be eligible for SWF, you must:**

- Be enrolled for at least six (6) credits for the semester you are working (fall/spring)
- To work during the summer, you must be enrolled for at least six (6) credits during the summer or pre-registered for at least six (6) credits for the following fall.

# Different Types of Student Employment

## 3. Graduate Assistantships (GA)

- Pratt funded program for graduate students.
- Awarded by individual departments.
- Payments are based on a stipend amount divided into bi-weekly installments per semester.

### **To be eligible for GA, you must:**

- Be a graduate student
- Be enrolled for at least six (6) credits for the semester you are working (fall/spring)
- To work during the summer, you must be enrolled for at least six (6) credits during the summer or pre-registered for at least six (6) credits for the following fall.

# How does Student Employment Work?

**There are 6 departments that collaborate in this process:**

- Center for Career & Professional Development (CCPD)
- Human Resources (HR)
- Payroll Office
- Student Financial Services
- Academic & Administrative Departments that hire

**\* International students will also interact with the Office of International Affairs.**

# How do I Get a Job?

Everything that you need to know about student employment is in the **Student Employment Website**.

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

It includes material from this presentation as well as additional important information to help you understand the workflow of Student Employment.

The website also provides a contact list of people who can help you should you need assistance.

# Presenting your Best Self

Most jobs require that you submit at least a resume, showing your skills, education, and past work experience.

## **Frequently Asked Questions**

- What is a resume? Who can help me with my resume?
- What is a cover letter?
- What if I get nervous during interviews?

# Student Employment Website

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

- Search Jobs
- Manage Timesheets
- Paperwork
- Paylocity
- Direct Deposit

If you have an on campus job, this is where you will download hire paperwork and manage your timesheets needed to get you paid.

# Jobs on Campus

The Student Employment website is your hub.

**\*BEFORE YOU APPLY:** check out the position description and requirements carefully to make sure that you are qualified and can fulfill the requirements.

# I've Landed a Job. Now What?

**First step:** Gather your required documents together -download them online from the website.

**Here are the forms you will need to print out and review with your supervisor:**

1. I-9
2. W-4
3. Wage Theft Protection Act Form\*
4. Employment Authorization Form\*
5. Graduate Assistantship Form (if applicable)\*

**\*Please note that your supervisor will complete forms pertaining to your rate of pay and/or job assignment.**

# Tips for HR Paperwork

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

**W-4:** This is the Employee Withholding Allowance Certificate, used by Payroll to determine how your wages should be taxed.

**Wage Theft Protection Act Form:** This document, which is 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:** Please make sure your supervisor completes this form, as Human Resources and Payroll will need it in order to place you on the payroll.

- If you are a graduate assistant, your **supervisor** should complete the **Graduate Assistantship Form** instead.

# What Should I Expect Next?

Once Payroll receives your paperwork from HR, your hire will be approved and will be sent a congratulatory email.

Please be sure to login to your [dashboard](#). You have to accept or decline the hire by clicking 'Accept/Decline'. Once you accept, you'll be able to fill out your [timesheet](#). If you decline, your supervisor will be sent a message that you declined the position.

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

# What Should I Expect Next?

Late submission of timesheets by an employee or supervisor will **delay payments**.

Payments are processed every two weeks.

If you're not signed up for direct deposit your check will be mailed to the address Payroll has on file (the address you put on your W4).

# Payroll and Direct Deposit

## Electronic Payments & Electronic Payroll Records

We highly recommend that you sign up to be paid via direct deposit. This method allows Pratt to electronically transfer your earnings directly into your checking or savings account!

To sign up, you must first register for a self service account with [Paylocity](#) and you're encouraged to set up direct deposit.

# Policies

Review the Student Employment Website for the policies and procedures you need to follow as an on-campus student employee.

Need to know:

- Maximum hours per week you are permitted to work
- Number of credits you must maintain to be eligible

# What Else Do I Need to Know?

The Student Employment Website has details about your timesheets and how to submit them, as well as an FAQ about timesheets and payments.

If you are a FWS student, you should monitor your funding level so that you don't run out!

# Questions

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

- Center for Career & Professional Development (CCPD)
- Human Resources (HR)
- Payroll Office
- Student Financial Services
- Academic & Administrative Departments
- Office of International Affairs (OIA)