

# Student Employment @ Pratt Orientation

Brought to you by CCPD, Payroll, HR, and Student  
Financial Services



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# What is Student Employment?

Student Employment at Pratt provides 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.

# What are the different types of Student Employment?

## 1. *Federal Work Study (FWS)*

- This program is funded by the federal government.
- Funds for these on campus jobs are 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**

# What are the different types of Student Employment?

## *2. Student Work Fund (SWF)*

This is a Pratt funded program that provides on campus employment opportunities that are not dependent on a financial aid award. Compensation is also on an hourly basis. In PrattJobs (for now) this is called '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 during fall and 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.

# What are the different types of student employment?

## *Graduate Assistantships (GA)*

- This is a Pratt Institute program for graduate students.
- Graduate assistantships are 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 during fall and spring.
- Be enrolled for at least six(6) credits during the summer or pre-registered for at least 6 credits for fall to work during summer

# How does student employment work?

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

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

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

# Student Employment Website

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.

# So what is PrattJobs?

**PrattJobs** can be found at:

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

- Search Jobs
- Manage Timesheets

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

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# So how do I go about getting a job?

PrattJobs is your hub - everything will be listed here. Really, we're not kidding.

Before you apply for a job, you should check out the position description and requirements carefully to make sure that you are qualified and can fulfill the requirements.

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# Cool. I've landed a job. Now what?

**First step:** Gather your required documents together - download them online from the PrattJobs 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 law, 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?

**After Payroll has received the paperwork from HR, your hire will be approved. Then you and your supervisor will get an email as confirmation of employment.**

**If you are hourly you will need to submit a timesheet in order to be paid. Graduate Assistantships are stipend based and do not have to fill out a time sheet.**

**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.**

# Payroll

## 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!

Pratt provides you with a W-2 Form by January 31st each year which reports your earnings from the prior year. This form is used to file taxes and is used to fill out your FAFSA. Both pay stubs and W-2's can be found on ADP iPayStatements. Please register once you receive your first paycheck.

**HINT:** For Direct Deposit forms go to PrattJobs > applicants & employees > [Required forms Link - \(https://pratt.studentemployment.ngwebsolutions.com/cimages/direct-deposit-aline-pay-form-2017.pdf\)](#)

**HINT:** For ADP iPay Statements please contact the Payroll department for registration information. This document may no longer be published on the internet for security reasons.

The Pratt logo is located in the bottom right corner of the page. It consists of the word "Pratt" in a bold, yellow, sans-serif font.

# 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!