# Student Employment @ Pratt Orientation

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

# 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.

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# Different Types of Student Employment

## 1. Federal Work Study (FWS)

o  Funded by the federal government.
o  Awarded as part of a student's Financial Aid package.
o  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.**

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# Different Types of Student Employment

## 2. Student Work Fund (SWF)

o Pratt funded program <u>not</u> dependent on a financial aid award.
o Paid on an hourly basis.
o '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 <u>**or**</u> pre-registered for at least six (6) credits for the following fall.

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# Different Types of Student Employment

## 3. Graduate Assistantships (GA)

o Pratt funded program for graduate students.
o Awarded by individual departments.
o 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.

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# How does student employment work?

**There are 5-6 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.**

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# 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.

# Student Employment Website

Can be found at:

https://pratt.studentemployment.ngwebsolutions.com

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

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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# How do I get a job?

The Student Employment website is your hub.

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

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# 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.**

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# 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.

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# 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 (the address you put on your W4).

# 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!

To sign up, you must first register for a self service account with **Paylocity**. To register go to this link and follow the steps: Register for Paylocity

Once your account is setup, here are tips for setting up direct deposit.

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# Payroll
## Electronic Payments & Electronic Payroll Records

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 your pay stubs and W-2's can be found on your Paylocity self service account.

Please contact the Payroll department if you have any issues registering for Paylocity.

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# 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

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# 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!

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# Questions?

https://pratt.studentemployment.ngwebsolutions.com

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