

Student Employment at Pratt

Training for Supervisors

September 2026

What's new in Student Employment?



Applicants & Employees

Find on-campus jobs, sign up for job alerts, and manage your employment information here.

Looking for a Job

Student Employment Overview

Learn how student employment works at Pratt, including FWS, Graduate Assistantships, and other on-campus jobs, how to apply, and what to expect.

[How It Works](#)

[Hiring Process \(Flowchart\)](#)

Explore Videos

[Working On Campus](#)

[Working On Campus - International Students](#)

[Navigating the Student Employment Website](#)

Find a Job

Search for On-Campus Jobs and apply online.

Manage JobMail

Be the first to know when jobs matching your criteria become available.

Click "Add New Job Mail Subscription" under On-Campus Jobs, then choose job categories and a time frame to start receiving alerts.

Dashboard

View the jobs you've recently applied for.

Getting Hired

Hiring Process Overview

Watch the short video to understand each step of the hiring process.

Complete Your Hiring Paperwork

Review the required forms and how to prepare for your HR appointment.

Set Up Your Pay

[Set Up Your Pay Account \(UKG\)](#) to access your pay information.

[Set Up Direct Deposit](#) in UKG to add your bank account after you complete HR onboarding in person.

We encourage you to enroll in direct deposit to help ensure you receive your pay as quickly and smoothly as possible.

FAQ

Have questions about timesheets, the hiring process, pay, or student employment? Check out our FAQs.

Contact Us

Have questions? Click here and send us your questions, suggestions, or concerns.

Working On Campus

Submit Your Timesheet

Enter your hours and submit your timesheet here.

How to Track Your Time (Mobile Guide)

Step-by-step instructions for clocking in/out and submitting your timesheet using your phone.

How to Enter Sick Time

Instructions on how to enter earned sick hours on your timesheet

Getting Paid

Payroll Schedule

See when timesheets are due and when you will be paid.

Payroll Google Calendar

With one click, add the Payroll Calendar to your Google account so you never miss a timesheet deadline. Check out the [guide](#) to learn how.

Log in to UKG

View your pay stubs and tax forms.

Policies & Your Rights

[Equal Employment Opportunity Statement](#)

[Paid Sick Leave for Student Employees](#)

[When You Can Use Sick Leave \(NY State Rules\)](#)

On-Campus Employers

This page brings together the resources you need to recruit, hire, and manage student employees at Pratt. Use the sections below to access hiring tools, employment guidance, payroll information, and supervisor support resources.



Plan & Post Positions

Student Employment Overview

Learn how student employment works at Pratt, including Federal Work-Study (FWS), Graduate Assistantships, hiring timelines, and student employment budgets.

[Hiring FAQ](#)

[Budget Management FAQ](#)

Check [Hiring Process \(Flowchart\)](#) from the student perspective

JobX Login

Log in to post jobs, review applications, hire students, and manage positions.

Request Login

Click here if you are a new supervisor and need access to NextGen.

Posting a Job

[How to Write Effective Job Postings](#)

[Adding NACE Competencies to the Job Posting](#)

[Move Job to Review Mode](#)

Supervisor Request and Support Form

Have a question, suggestion, or concern? Need training or support? Submit a request and we'll help connect you with the right resources.

Contact Us

Student employment is supported by several offices across Pratt. Visit the contact page to find the best office for your question.

Hire Students

Hiring Student Worker (Hourly Employee)

Use these resources to hire an hourly student employee (FWS or SWF).

[Hourly Job Hiring Instructions](#)

[Supervisors JobX & TimesheetX Quick Tips](#)

Hiring GAs (Stipend Employee)

Use these resources to hire a Graduate Assistant (GA).

[GAs Overview](#)

[Stipend Job Hiring Instructions](#)

[Stipend User Guide in NextGen](#)

Complete Hiring Forms

[Dynamic Form Supervisor Portal Login](#)

[Hiring Forms Overview](#)

Manage Student Employees

Timesheet Management Login

Log in to review and approve student timesheets.

Payroll Schedule

[2025-2026 Payroll Schedule](#)

[2026-2027 Payroll Schedule](#)

Payroll Google Calendar

With one click, add the Payroll Calendar to your Google account **so you never miss a timesheet approval deadline.**

Budget Management

Use these resources to view, monitor, and manage your Student Employment budget.

Budget Dashboard

[Check if a student has a FWS award](#)

[Use the Budget Dashboard to track spending](#)

Payroll Schedule Policies & Student Rights

[Equal Employment Opportunity Statement](#)

[Paid Sick Leave for Student Employees](#)

[When Student Can Use Sick Leave \(NY State Rules\)](#)

UKG Replacing Paylocity

- Students will use UKG to view paystubs and manage direct deposit information
- Student employee timesheets will remain in NextGen

Pratt GROW

Pratt GROW helps supervisors connect students' on-campus work with their academic and career development

Have brief conversations with your student employees about:

WHAT THEY ARE LEARNING

What skills are you developing through your work?

HOW IT CONNECTS

How does your job connect to your coursework and academic experience?

WHERE IT CAN TAKE THEM

How can these skills support your future career goals?

Connect these conversations to the [NACE Career Readiness Competencies](https://tiny.pratt.edu/nRGzw7i5r)

<https://tiny.pratt.edu/nRGzw7i5r>

Posting & Managing Student Jobs

- Post job opportunities in NextGen to support transparency, equitable access, and consistent hiring practices.
- Create a strong job posting ([How to Write an Effective Job Posting](#))
- Select [NACE Career Readiness Competencies](#)
- Use existing job titles
- Keep your jobs organized by using appropriate status
 - Active, Listed** → Students can see/apply
 - Active, Not Listed** → Not visible to students; supervisor retains the job/applications
 - Inactive** → No longer being actively used; all associated applications are deleted
 - Deleted** → Visible only to admins

Hiring Process: Essentials

Student Eligibility & Key Requirements

Enrollment

- **Fall/Spring:** Student must be enrolled for at least **6 credits** during the semester they are working
- **Summer:** Student must be enrolled for at least **6 credits during the summer OR pre-registered for at least 6 credits for the following fall**

Work Hours

- **Fall/Spring:** Maximum **20 hours per week** across all on-campus jobs combined
- **Summer & academic breaks:** Maximum **35 hours per week** across all on-campus jobs combined

Hiring FWS / SWF vs. GA vs. SSP

FWS / SWF	Graduate Assistantship
Student is paid an hourly wage	Student receives a stipend
FWS: student must have a Federal Work-Study award	GA is not based on FWS eligibility
SWF: institutional student wage funding	<u>Qualifying GA Position Types</u>
Hire is submitted for the applicable employment period	GA hires are term-based: Fall and Spring require separate hires
Continuing into a new fiscal year? Rehire the student	Continuing next semester? Submit a new GA hire
Student records hours through timesheets	No hourly timesheets

Sponsored Projects (SSP) hires may be paid hourly or by stipend

Before Hiring

- Check whether the student has **another on-campus job**
- Confirm the position type and available funding: **FWS, SWF, GA, or SSP**
- For FWS positions, confirm the student has an **FWS award**
- First-time international student employees who do not have an SSN must complete the **SSN application process**

Important:

Students cannot begin working until all required hiring and onboarding steps are completed

Both the supervisor and student will receive a confirmation email, and the hire status in NextGen will show as Active

Hiring vs. Rehiring: What Do I Need to Do?

New Student Employee:

- Complete WPA, I-9, and W-4 forms
- Meet with HR in person to complete the hiring process

Returning Student Employee:

- No in-person HR appointment required
- HR sends the WPA form directly to the student

New fiscal year = new hire request

Students continuing employment after June 30 must be rehired for the new fiscal year.

Important FWS Information

- Most FWS awards are **\$5,000 for the academic year** (approximately **\$2,500 per semester**)
- FWS funds are shared across all FWS positions a student holds
- Supervisors should plan student work hours based on the available FWS balance
- Students receive notifications as they approach their FWS earnings limit
- If a student exhausts their FWS award and continues working, wages must be paid from an available **SWF budget line**
 - Students should contact Student Financial Services to see if their FWS limit can be increased
 - Supervisor contact Student Employment HR or Payroll to request a funding line switch from FWS to SWF

**How can I check if a student
has a FWS award?**

Navigate to Find Employees

pratt.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpld=7



Pratt

Welcome, Kristina Khamidullina | [Logout](#)



Employees ▾

JobX ▾

TimesheetX ▾

Reporting ▾

Access & Audit ▾

Uploads ▾

Site Set up ▾

Content ▾

Help ▾

Find Employees

TimesheetX Admin Home

TimesheetX Employer Home (To Do Items)

Manage TimesheetX Jobs

Timesheet Control Panel

Approve TimesheetX Hires

Manage Budget Details

Budget Dashboard

Stipend Queue

Search Student Hires, Awards and Accruals

Dynamic Forms

ers

Employee timesheets. Employment guidelines and required



Student Employment News

[Suggestion Box](#)

Send us your suggestions, ideas, and concerns!

[FAQ for Supervisors](#)

[Guide](#)

[TimesheetX Quick Tips](#)

[NextGen Reporting Instructions](#)

Employer Tools

[JobX Login](#)

Login to post jobs, hire students, and access student applications.

[Timesheet Management Login](#)

Search for the Student

← → ↻ 📄 pratt.studentemployment.ngwebsolutions.com/Tsx_FindStudents.aspx

🔍 ☆ ⬇️ K ⋮



Welcome, Kristina Khamidullina | [Logout](#)

🏠 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Administrator Control Panel

Find Employees, Hires, Awards:

First Name:

Roy

Last Name:

Rogers

Student Id:

Find Students

Open the Student Record



Welcome, Kristina Khamidullina | [Logout](#)

Administrator Control Panel

Find Employees, Hires, Awards:

First Name:	Roy
Last Name:	Rogers
Student Id:	
Find Students	

Results
Students
Roy Rogers1

Example 1: Student Does Not Have an FWS Award

← → ↺ 📄 pratt.studentemployment.ngwebsolutions.com/Tsx_StudentDetails.aspx?sid=58573 🔍 ☆ ⬇️ K ⋮

Pratt

Welcome, Kristina Khamidullina | [Logout](#)

🏠 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Employee Details

Roy Rogers1

Manage User Info »

Hire Into New Job »

Add New Award »

Current Hires & Awards (0) Upcoming Hires & Awards (0) Old Hires & Awards (2)

There are no current hires to display.

There are no current awards to display.

No Federal Work-Study award is displayed on the student's record.

Next steps:

- If your position is funded through FWS, consider hiring another student with an FWS award.
- If your department has SWF funding available, you may still hire this student using SWF funds.

Example 2: Student Has an FWS Award and No Current Campus Job

 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Employee Details

Roy Rogers1

Manage User Info »

Hire Into New Job »

Add New Award »

Current Hires & Awards (1)

Upcoming Hires & Awards (0)

Old Hires & Awards (0)

There are no current hires to display.

Award Name	Amount	Balance	Term
71111-Federal Work-Study (FWS)	\$5,000.00	\$5,000.00	Academic Year 2025 - 2026 (07/01/2025 - 06/30/2026)

Next steps:

- You may proceed with hiring the student into your FWS position.
- The available balance reflects the student's remaining FWS funding for the academic year based on finalized and approved timesheets.

Example 3: Student Has an FWS Award and Already Works On Campus

 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Employee Details

Roy Rogers1

- Manage User Info »
- Hire Into New Job »
- Add New Award »

Current Hires & Awards (1)

Upcoming Hires & Awards (0)

Old Hires & Awards (0)

Hire Title	Cost Center	Wage	Start Date	End Date	Supervisor	Status
<u>Student Visitor Services Assistant</u> ▾	4230-Admissions	\$17.00	07/01/2025	06/30/2026	Shamôr Peeler	Active

☐ = Active ☐ = Inactive ☐ = Closed ☐ = Pending ☐ = Declined ☐ = Rejected

Award Name	Amount	Balance	Term
<u>71111-Federal Work-Study (FWS)</u>	\$5,000.00	\$5,000.00	Academic Year 2025 - 2026 (07/01/2025 - 06/30/2026)

Next steps:

- Discuss anticipated work hours with the student before hiring. Supervisors and students should work together to ensure the student's remaining FWS funding will support employment in both positions.
- The student's FWS award is shared across all FWS positions and is drawn from the same award balance.

**How can I see all the students that
I am hiring in NextGen, and their
hiring status?**

Check Hires Pending - Navigate to Hire Requests

Home Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾

Hires Pending

JobX Home (Job Control Panel)
Find JobX Users
Admin Find Jobs
Hire Requests
Edit Default Job Applications
Manage Quick Job Searches

g Forms & Approval(s)

er page

Requests I've Submitted
Requests for my employer(s)

Date Job Title Name

Requests I've Submitted
Requests for my employer(s)

Search by employee
First Name

Last Name

Search Reset

Show 25 results per page 1 to 13 of 13 | << < > >> |

<u>Request Date</u>	<u>Job Type</u>	<u>Job Title</u>	<u>Name</u>	ID	<u>Employer</u>	Form/Status	Actions
Status: Incomplete - Pending Form Completion							
08/31/26	On-Campus Jobs	Data Entry Assistant	Student 1	12345	4245-Center for Career & Professional Development	I9: Student Section Complete, Pending Approval(s) W4: Student Section Complete, Pending Approval(s) WPA Form: Not Completed	Actions ▾
08/31/26	On-Campus Jobs	Graduate Assistant /Event Planning Coordinator	Student 2	12345	4245-Center for Career & Professional Development	I9: Not Completed W4: Not Completed WPA Form: Not Completed	Actions ▾

View the List of All Current and Past Hires - Timesheet Control Panel

Employees ▾

JobX ▾

TimesheetX ▾

Find Employees

TimesheetX Admin Home

TimesheetX Employer Home (To Do Items)

Manage TimesheetX Jobs

Timesheet Control Panel

Approve TimesheetX Hires

Reporting ▾

Access & Audit ▾

Uploads ▾

Site Set

Filter By

Update Filters

Job:

— All Jobs —

Cost Center:

4245-Center for Career & Professional ...

Account:

— All Accounts —

Hire Status:

All

All Hires

My Hires

Primary Only

Primary or Secondary

Timesheet Status:

All

Employee Name/ID

Search Employee Name or ID

Supervisor Name/ID

Search Supervisor Name

Export Hire(s) Details

Apply Action

Search

Filters applied:

Pay Schedule: Pratt Bi-Weekly Pay Schedule

Supervisor Status: Only hires where I am the Primary Supervisor

Cost Center: 4245-Center for Career & Professional Development

Reset Filters

Hires after: 08/31/2025

Hires ending before: 08/31/2027

☒ Select/Deselect All

Show

25

results per page

1

to 2 of 2

<<

<

>

>>

Career Ambassador

Cost Center: 4245-Center for Career & Professional Development

Employee	Hire Start	Hire End	Wage	Account	Award	Balance	Status
☒ Student 1	07/01/2026	06/30/2027	\$17.00	71118-Student Worker Funds (SWF)			Active
Supervisor: Marlyn Bourdier				Classification:		Pay Schedule: Pratt Bi-Weekly Pay Schedule	

Resident Writer and Marketing Associate

Cost Center: 4245-Center for Career & Professional Development

Employee	Hire Start	Hire End	Wage	Account	Award	Balance	Status
☒ Student 2	07/10/2026	06/30/2027	\$17.00	71118-Student Worker Funds (SWF)			Active
Supervisor: Marlyn Bourdier				Classification:		Pay Schedule: Pratt Bi-Weekly Pay Schedule	

Download the List of All Current and Past Hires

8/31/2026 before:

Export Hire(s) Details ▼

-- Choose Action --

Email Employee(s)

Email Supervisor(s)

Export Timesheet(s) Details

Export Timesheet(s) Summary

Export Hire(s) Details

1 to 2 of 2 | << < > >> |

Hire ID	Name	ID	Title	Classification Name	Start Date	End Date	Wage	Balance	Award	Account	Hire Status	Cost Center
12345	Student 1	12345	Data Entry	Standard	8/31/2026	6/30/2027	0	3000	3000	71652-Graduate Assistant (GA)	Incomplete - Pending Forms	4245-Cent
12345	Student 2	12345	Events Pla	Standard	10/31/2026	6/30/2026	17	2312.75	5000	71111-Federal Work-Study (FWS) Active		4245-Cent
12345	Student 3	12345	Career An	Standard	10/29/2026	5/20/2026	17			71118-Student Worker Funds (S) Closed		4245-Cent

**How to manage
timesheets?**

Timesheet Management in NextGen

Employees

JobX

TimesheetX

Reporting

Access & Audit

Welcome, Kristina Khamidullina

To Do Items

Find Employees

TimesheetX Admin Home

TimesheetX Employer Home (To Do Items)

Manage TimesheetX Jobs

Timesheet Control Panel

-- Select Action Below --

-- Select Action Below --

Approve Timesheets

Dismiss Timesheets

Reject Timesheets

Take Possession of Timesheets

Export Timesheet Summary

Export Timesheet Details

Print Timesheets

Email Employees

Apply Action

of 3 | << < > >> |

25 PM

-- All Jobs --

Filter by timesheet status:

☐ Returned To Supervisor (0)

☐ Incomplete By Supervisor (0)

☐ Delinquent Timesheets (0)

☐ Resubmitted By Student (0)

☐ Pending Approval (3)

Date Range (Pay Period)

Start

8/31/2025

Pending Approval : Pratt Bi-Weekly Pay Schedule: 08/01/2026-08/14/2026							
☐	Student 1	Hire		Total	Supervisor Deadline	Last Modified	
		Foundations Lab Monitor	HRS	4 hrs	8/17/2026 11:59 PM	8/18/2026 2:25 PM	
Pending Approval : Pratt Bi-Weekly Pay Schedule: 8/15/2026- 8/23/2026							
☐	Student 2	Hire		Total	Supervisor Deadline	Last Modified	
		Foundations Lab Monitor	HRS	14 hrs	8/31/2026 11:59 PM	8/23/2026 12:01 AM	
			BREAK	60 mins			
☐	Student 3	Hire		Total	Supervisor Deadline	Last Modified	
		Foundations Lab Monitor	HRS	11 hrs	8/31/2026 11:59 PM	8/25/2026 12:21 PM	
			BREAK	60 mins			

Timesheet Management in NextGen

- Hire Details
- Edit Hire Details
- Time Sheets
- Wage Breakdowns
- Accruals
- Accrual Notes
- Hire Notes

Time Sheets for Job: *Foundations Lab Monitor*

Status	Pay Period	Actual Earnings	Accruals	Time Sheet								
Incomplete	8/24/2026-9/11/2026	<table><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr><tr><td>HRS - Regular Hours</td><td>\$170.00</td><td>10.00**</td><td>17.00</td></tr></table>	Description	Total	Hours	Rate	HRS - Regular Hours	\$170.00	10.00**	17.00		Go to time sheet
	Description	Total	Hours	Rate								
HRS - Regular Hours	\$170.00	10.00**	17.00									
Monday, August 24 - Friday, September 11, 2026	* Estimated value - time sheet not yet finalized											
Pending	8/15/2026- 8/23/2026	<table><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr><tr><td>HRS - Regular Hours</td><td>\$238.00</td><td>14.00**</td><td>17.00</td></tr></table>	Description	Total	Hours	Rate	HRS - Regular Hours	\$238.00	14.00**	17.00		Go to time sheet
	Description	Total	Hours	Rate								
HRS - Regular Hours	\$238.00	14.00**	17.00									
Saturday, August 15 - Sunday, August 23, 2026	* Estimated value - time sheet not yet finalized											

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Thursday, August 20 Add/edited: 08/22/2026 03:26 PM by: Sung Yun Cho	HRS	9:00 AM	4:30 PM	30 mins	7 hrs	EditDeleteLock
Friday, August 21 Add/edited: 08/22/2026 03:26 PM by: Sung Yun Cho	HRS	9:00 AM	4:30 PM	30 mins	7 hrs	EditDeleteLock

Add New Entry

Totals: HRS 14 hrs

ApproveReturnLock

Timesheets: What Supervisors Need to Know

- **Timesheets must be approved on time**
- Late approvals will result in the student being paid on the next payday
- If you don't see an option to approve a timesheet, confirm with the student that it has been submitted
- Use the [Google Payroll Calendar](#) to keep track of submission and approval deadlines
- Graduate Assistants (GAs) only need to complete a timesheet when reporting sick time

Work Hours, Breaks & Sick Time

Breaks

- A **30-minute break** is required after **six (6) consecutive hours of work**

Paid Sick Leave

- Student employees may accrue up to **56 hours of paid sick leave per year**
- Sick leave accrues at a rate of **1 hour for every 30 hours worked**

Reducing Missing Timesheets: Clock In / Clock Out

- Available on **mobile devices**
- Students can record their hours **as they work**, rather than reconstructing them later
- Hours are automatically saved to the timesheet
- Students can review and adjust their hours before submitting the timesheet for approval

The screenshot shows a mobile application interface for Pratt Institute. At the top, there is a home icon and the text 'Pratt Institute'. Below this, it says 'Welcome Dakota i Rogers9' and 'Report My Time Worked'. The user's job is listed as 'STUDENT EMPLOYMENT - Taige Test Job'. The date is 'Aug 3, 2017' and the 'Current System Time' is displayed as '11:45 AM' in a large digital clock format, with 'Eastern Standard Time' noted below. A 'Clock In' button with a green checkmark icon is visible. Below the clock, there are two buttons: 'Edit / Delete Time Sheet Entries' and 'Submit Time Sheet'. At the bottom, under 'Time sheet details', the 'Time Sheet Status' is 'Incomplete - Student' and the 'Pay Period' is '07/13/17 - 08/06/17'.

When a Student's Employment Ends

When employment ends as planned

- Confirm all hours have been submitted and the **final timesheet is approved**
- No action is required in NextGen

When employment needs to end early

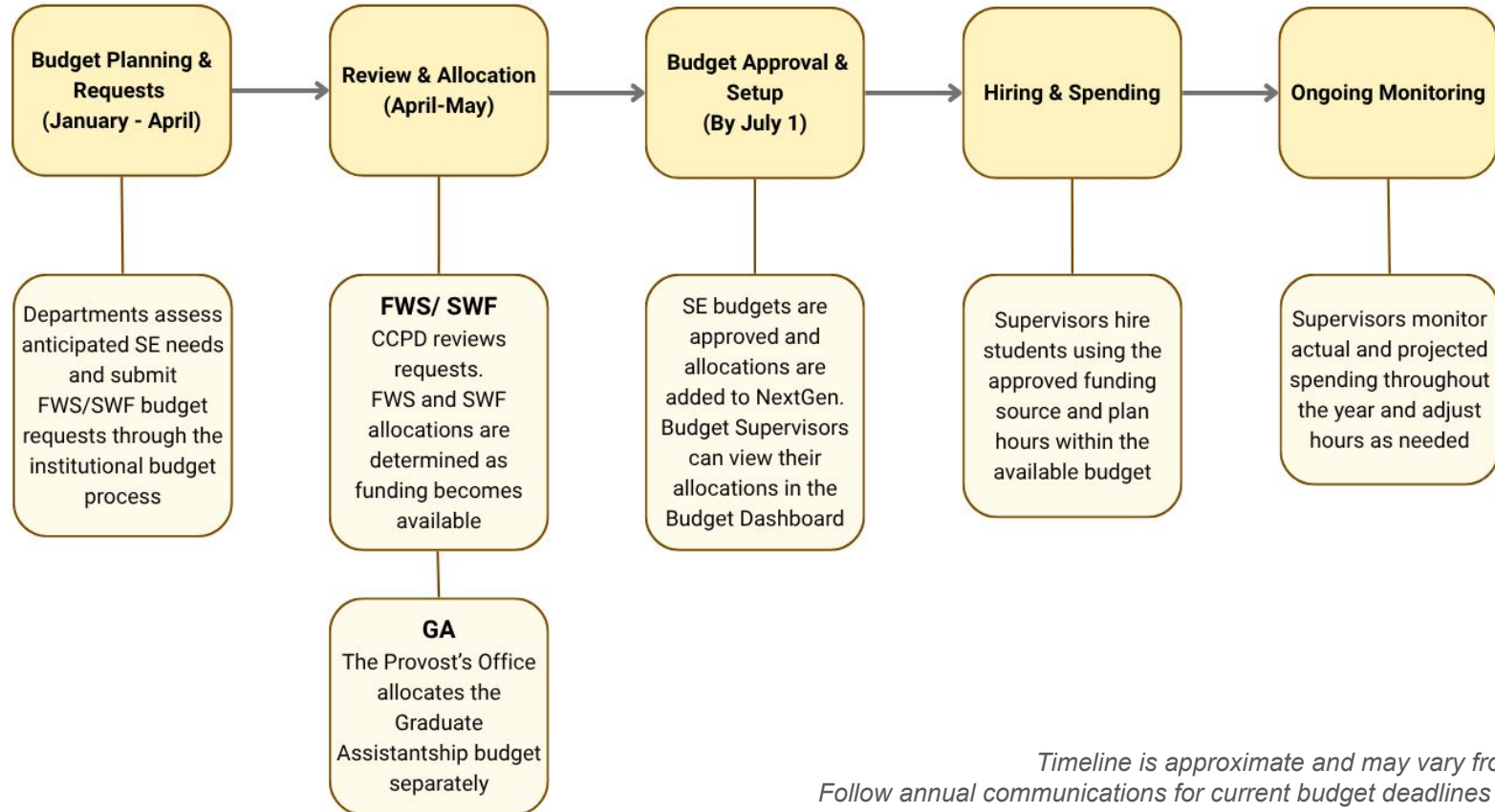
- Contact HR Student Employment as soon as possible
- This is especially time-sensitive for stipend employees, who will continue to be paid until the appointment is ended

Student Employee Termination Guidelines

A formal process and guidance for student employee terminations will be developed this academic year

Student Employment Budget

Student Employment Budget Timeline



*Timeline is approximate and may vary from year to year.
Follow annual communications for current budget deadlines and availability.*

Budget Planning Tips

Plan Your FWS / SWF Mix

- Submit separate requests for FWS and SWF
- Consider 20–25% FWS / 75–80% SWF as a starting point
- Adjust based on historical usage and anticipated hiring
- Remember: your department needs an FWS allocation to hire using FWS

Plan for Sick Time

- Include approximately 2.5% for paid sick time as a starting estimate
- Review your department's prior-year sick-time usage
- Adjust the estimate based on your department's history

Potential Wage Increases

- Consider potential minimum wage increases when estimating your annual student employment needs

**How do I manage
the student employment
budget?**

Navigate to Budget Dashboard

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Uploads](#) [Site Set up](#) [Content](#) [Help](#)

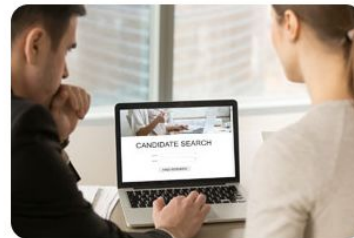
- Find Employees
- TimesheetX Admin Home
- TimesheetX Employer Home (To Do Items)
- Manage TimesheetX Jobs
- Timesheet Control Panel
- Approve TimesheetX Hires
- Manage Budget Details
- Budget Dashboard**
- Stipend Queue
- Search Student Hires, Awards and Accruals

Welcome to Pratt's Student Employment Website



Applicants & Employees

Click here for the Employee's Homepage. Search for a job or sign up for e-mail notifications about positions you're interested in. Enter time and submit your timesheets.



Employers & Supervisors

Click here for the Supervisor's Homepage. Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

Access to Budget Dashboard

 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

You are not authorized to view this page.

If you see this screen, it means you do not currently have access to the Budget Dashboard for your department's Cost Center(s).

Next steps:

- Ask your supervisor to submit the [Budget Dashboard Access Request Form](#) or email us at career-internships@pratt.edu.
- Access is granted only to the Cost Center(s) assigned to you.
- Once access has been granted, you will be able to view your department's budget information.

Select Fiscal Year

Budget Manager Dashboard

Budget

Account

Cost Center

Filter

FY2026 Budget (7/1/2025 - 6/30/2026) ▾

Please select

FY2026 Budget (7/1/2025 - 6/30/2026)

FY2025 Budget (7/1/2024 - 6/30/2025)

FY2024 Budget (7/1/2023 - 6/30/2024)

FY2023 Budget (7/1/2022 - 6/30/2023)

FY2022 Budget (7/2/2021 - 6/30/2022)

FY2021 Budget (7/7/2020 - 7/1/2021)

FY2020 Budget (7/6/2019 - 7/6/2020)

FY2019 Budget (7/6/2018 - 7/5/2019)

FY2018 Budget (7/7/2017 - 7/5/2018)

FY2017 Budget (7/7/2016 - 7/6/2017)

FY2016 Budget (7/1/2015 - 6/30/2016)

FY2015 Budget (7/1/2014 - 6/30/2015)

There is no data

have chosen is not active in the budget management system.

Select Account

Budget Manager Dashboard

Budget

FY2026 Budget (7/1/2025 - 6/30/2026) ▾

Account

Please select ▾

Cost Center

Please select ▾

Filter

Federal Work-Study

Graduate Assistant

Sponsored Projects (SSP)

Student Work Funds

There is no data for the account you have chosen is not active in the budget management system.

Select Cost Center

🏠 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Budget Manager Dashboard

Budget FY2026 Budget (7/1/2025 - 6/30/2026) ▾

Account Please select ▾

Cost Center All cost centers ▾

Filter All cost centers

001-Student Employment Office.

1151-Academic Senate

1305-Facilities Management

1311-Sustainable Environmental Systems

1312-Real Estate Program

There is no data

udget management system.

- You will only see the Cost Centers that you have been granted access to.
- After selecting the Fiscal Year, Account, and Cost Center, wait for the budget information to load.

Review Budget

🏠 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Budget Manager Dashboard

Budget FY2026 Budget (7/1/2025 - 6/30/2026) ▾
Account Federal Work-Study ▾
Cost Center Cost Center 1 ▾
Filter No Filter ▾

Export Details

Cost Center Name

Cost Center 1

Current
Budget

\$10,672.00

Actual
Earnings

\$11,699.26

Actual
Remaining
Budget
Balance

(\$1,027.26)

Original
Projected
Earnings

\$21,266.98

Current
Projected
Earnings

\$12,456.97

Projected
Remaining
Budget
Balance

(\$1,784.97)

View Jobs

The total budget currently allocated to the selected Cost Center.

The total amount paid to student employees from this Cost Center based on **finalized and approved timesheets** during the selected budget period.

The remaining budget available after Actual Earnings have been deducted from the Current Budget.

- **Important:** Actual Earnings are typically about **two weeks behind** because Payroll must review and approve timesheets before they are finalized.
- A budget amount shown in parentheses () indicates that the Cost Center has exceeded its budget by that amount.

Projected Budget Numbers

Original Projected Earnings

An estimate of the maximum amount current hires could earn if they work their maximum approved hours during the budget period.

Current Projected Earnings

An estimate of total spending that includes finalized payroll and pending (not yet finalized) timesheets.

Projected Remaining Budget Balance

The estimated budget remaining after Projected Earnings are deducted from the Current Budget.

Tip: Which budget numbers should I use?

For day-to-day budget management, use **Actual Earnings** and **Actual Remaining Budget Balance** to monitor spending that has already been processed.

Use the **Projected values** to estimate future spending and identify potential budget shortfalls before payroll is finalized.

Review Budget Spending Details

Click here to switch between accounts

Click here to view spending by job

Budget Manager Dashboard

Budget

FY2026 Budget (7/1/2025 - 6/30/2026) ▾

Account

Student Work Funds ▾

Cost Center

Cost Center 1 ▾

Filter

No Filter ▾

Export Details

Cost Center Name	Current Budget	Actual Earnings	Actual Remaining Budget Balance	Original Projected Earnings	Current Projected Earnings	Projected Remaining Budget Balance	
Cost Center 1	\$31,472.00	\$22,230.14	\$9,241.86	\$33,619.50	\$23,480.92	\$7,991.08	View Jobs

Review Budget Spending Details (by job)

[Budget Dashboard Home](#) > Jobs

Budget Info

FY2026 Budget (07/01/2025-06/30/2026)

Student Work Funds

No Filter



Click here to download the Excel file

Click here to view employee spending

Cost Center 1	# of Hires	Original Projected Earnings	Current Projected Earnings	Actual Earnings	
		\$32,939.50	\$23,480.92	\$22,011.64	
Job Title					
Job Title 1	1	\$2,841.43	\$4,355.25	\$4,355.25	View Hires View Timesheets Send Email
Job Title 2	9	\$18,059.64	\$10,007.92	\$8,963.64	View Hires View Timesheets Send Email
Job Title 3	2	\$9,095.00	\$7,185.75	\$6,760.75	View Hires View Timesheets Send Email

- This page includes all job titles from previous and current years. To view the jobs that are currently active, **scroll to the bottom of the page**. At the bottom of the page, you will find your current positions and their spending details for the selected fiscal year.

Review Budget Spending Details (by employee)

Click here to download the excel file

Budget Dashboard Home > Jobs

Budget Info

FY2026 Budget (07/01/2025-06/30/2026)

Student Work Funds

No Filter



View Timesheets

Cost Center 1/ Job Title 1				Original Projected Earnings	Current Projected Earnings	Actual Earnings
				\$18,059.64	\$10,007.92	\$8,963.64

Hires that have already finished						
Employee Name	Start Date	End Date	Hire Status			
Employee Name 1	02/25/2026	05/15/2026	Active	\$971.43	\$569.50	\$399.50
Employee Name 2	10/31/2025	06/30/2026	Active	\$2,950.71	\$1,246.57	\$773.00
Employee Name 3	09/24/2025	06/30/2026	Closed	\$695.36	\$379.50	\$379.50

- View Hire DetailsView TimesheetsSend Email
- View Hire DetailsView TimesheetsSend Email
- View Hire DetailsView TimesheetsSend Email

Additional Ways to Monitor Spending

(1) Timesheet Control Panel

View student hours and earnings

(2) Standard Reports → My TimesheetX Reports (#84)

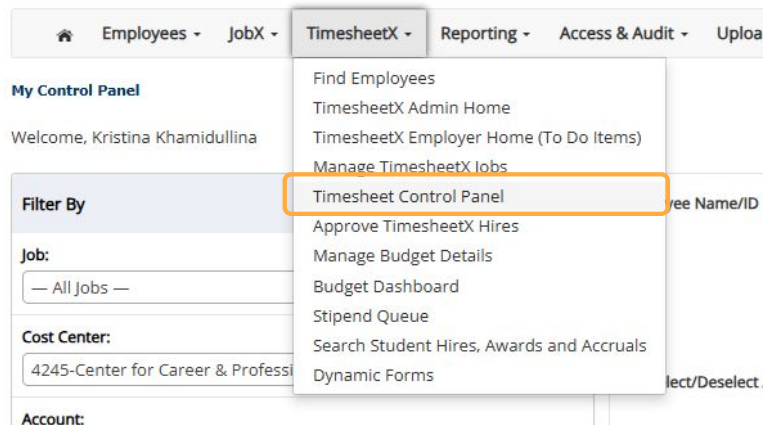
Access more detailed student employment spending data

Budget Supervisor access is required to view these reports

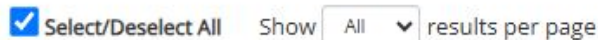
*The **Budget Dashboard** is your primary tool for monitoring your budget. These additional reports can provide more detailed information when needed*

Timesheet Control Panel

1. Go to Timesheet Control Panel and select your Cost Center and All or My Hires



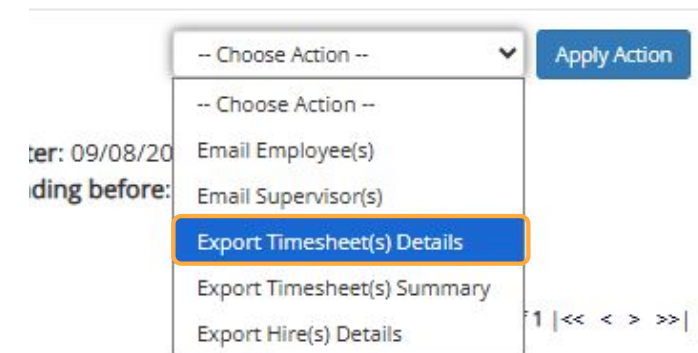
3. Select All results per page, then select all hires



2. Set the Timesheet Date Filter for the reporting period.
Fiscal Year: July 1 - June 30



4. Select Export Timesheet(s) Details, then click Apply Action to download the Excel file



Standard Reports: Earnings with Wage Breakdown Details

Use this report to review SWF and FWS earnings

Go to Reporting → Standard Reports → My TimesheetX Reports

Find Report #84 – Earnings with Wage Breakdown Details and click Run Report

The screenshot displays the software's navigation menu and report list. The top navigation bar includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', and 'Access & Audit'. The 'Reporting' dropdown is open, showing 'Standard Reports' (highlighted with an orange border), 'JobX Custom Reports', and 'TsX Custom Reports'. Below this, two tabs are visible: 'My JobX Reports' and 'My TimesheetX Reports' (which is active). The report list below shows report #84, 'Pratt TimesheetX - Earnings with Wage Breakdown Details', with the word 'Earnings' to its right. A 'Run Report' button (highlighted with an orange border) is located at the end of the report row.

Report ID	Report Name	Category	Action
84	Pratt TimesheetX - Earnings with Wage Breakdown Details	Earnings	Run Report

Check the box next to each filter to narrow your report's results.

☐ First Name like☐ Last Name like☐ Time Period is☒ Pay Period is☒ Cost Center Name is☐ Account Name is☐ Finalized Date (MM/DD/YYYY) is☐ Finalized Date Range (MM/DD/YYYY) is☐ Timesheet Hire Status is☐ Timesheet Status is

Available Items - Please click on the desired item below or hold the CTRL key to select multiple items. Then, click on the arrows to the left to finalize your selection(s).

June 29 - July 12
▼ July 13 - July 26
▼ July 27 - August 9
▼ August 11 - August 23

Selected Items - Please click on the desired item below or hold the CTRL key to select multiple items. Then, click on the arrows to the left to remove your selection(s).

9/26/2026 - 10/09/2026
▲
▲
▲

Available Items - Please click on the desired item below or hold the CTRL key to select multiple items. Then, click on the arrows to the left to finalize your selection(s).

001-Student Employment Office.
▼ 1151-Academic Senate
▼ 1305-Facilities Management
▼ 1311-Sustainable Environmental Systems

Selected Items - Please click on the desired item below or hold the CTRL key to select multiple items. Then, click on the arrows to the left to remove your selection(s).

4245-Center for Career & Professional Development
▲
▲
▲

<< Back

Next >>

Selecting Report Filters

1. Select Pay Period

- Use **Pay Period** rather than Time Period to ensure all hires are included.
- Scroll down to find the most recent pay periods.
- Use the arrows to move the pay periods you want to **Selected Items**

2. Select Cost Center

- Select your Cost Center and move it to **Selected Items**.
- Click **Next** to continue

3. Complete the Report

- Follow the prompts to select how you want the report organized (e.g., by Cost Center or Employee Name).
- Run the report and **download the results as an Excel file**

Contact List

<https://tiny.pratt.edu/F5s7ZyKOm>

HR Student Employment

hrstudentemployment@pratt.edu

Student Financial Services

sfs@pratt.edu

Payroll Office

payroll@pratt.edu

International Affairs Office

oia@pratt.edu

Center for Career & Professional Development

career@pratt.edu