

Pratt Student Employment Google Calendar – Timesheet Due Dates for Students

All Pratt student employment timesheet deadlines in one place. Enable notifications to get reminded before each one.

Add the calendar

Open [the subscribe link](#)

Click “Add” when Google Calendar asks to add it to “Other calendars.”

It now shows under “Other calendars” on the left side of your Calendar.

Turn on reminders

Adding the calendar only lets you see it – it stays silent until you turn reminders on yourself.

Gear icon → Settings → click “Pratt Student Employment – Timesheet Due Dates” on the left.

Find “All-day event notifications” and click “Add notification” to set a reminder – you can add as many as you like.

One common setup: 1 day before and again the day of, both around 4:00 PM.

You're set for the whole year

Stay ahead of each deadline so timesheets get submitted and paychecks go out on time.

Questions? Contact CCPD: career-internships@pratt.edu