

1. GETTING STARTED

OFFICE	HUMAN RESOURCES
LOCATION	Thrift Hall 2
PHONE	718-636-3787
FAX	718-636-3632
OFFICE HOURS	9AM to 5 PM
E-MAIL	hr@pratt.edu
URL	www.pratt.edu/hr/

MISSION, OVERVIEW, SUMMARY

The Office of Human Resources is committed to providing professional and quality services in support of the Institute's mission and the Pratt community. It achieves its mission by guiding its services with the following principles: respect, responsiveness, integrity, sensitivity and competence.

THE HUMAN RESOURCES OFFICE:

- serves as a resource area for addressing personnel matters affecting all employees
- assists with general HR-related questions regarding employment and recruitment procedures, including employment verifications and personal data changes (such as a change of address)
- receives and processes personnel actions and serves as a HR liaison with Payroll, including effecting direct deposit of employee paychecks
- addresses harassment and discrimination complaints
- answers questions about benefit eligibility or coverage. Benefits issues include health and retirement benefits for faculty, staff, and administrative employees, short-term disability, workers' compensation, and information regarding the reporting of on-the-job injuries, medical leave and general leaves of absence.

If you have any questions regarding your employment, please contact Human Resourc-

es directly and someone will be happy to assist you.

NEW FACULTY/STAFF CHECKLIST:

- Employment Eligibility (I-9) Form [refer to page 3 of this form for lists of acceptable documents]
- Tax Withholding Forms, W-4 (Federal and State)
- Identification Authorization Form (obtain from HR)
- Direct Deposit Authorization Form

SPECIFICS

FAQ, Issue, First contact, Best contact

Q. What paperwork do I need to file as a new employee?

A. Paperwork to verify identity and eligibility to work must be completed and submitted to the Office of Human Resources before the start of employment. This paperwork must be completed in order to: be on Institute payroll; receive a Pratt I.D. card and Pratt email account; access WebAdvisor, institute facilities and resources.

New employees will receive an Identification Authorization form at the time they complete new-hire paperwork in the Human Resources Department. Within a day or two, make an appointment with the Security Office to have your picture taken for an identification card.

Q. Where can I obtain or access these forms?

A. Standard forms are available at the Office of Human Resources and are downloadable from the HR website; click on the “Employment Forms” tab. If you need additional assistance with completion of any of the forms, please contact the staff at Human Resources.

Q. How and when do I get paid?

A. Payroll disbursements to employees may be made in one of two methods:

- A direct deposit to the employee’s financial institution
- A “live” paycheck

Pay dates occur in accordance with the dates outlined in the Bi-Weekly & Weekly Payroll Schedule and Faculty Pay Schedule, available from the Office of Human Resources and downloadable from its website; click on “Schedules” tab.

Q. How do I sign up for Direct Deposit and when does it take effect?

A. Complete the Direct Deposit Authorization Form to effect direct deposit of your paychecks into the bank account of your specification. You will be required to attach a voided check or deposit slip for the account and bank of choice.

It takes at least two pay cycles for Direct Deposit to take effect. Until then, you should expect to receive live checks for at least two pay periods.

Employees paid by direct deposit will receive a pay stub, which provides earnings, tax, and deduction amounts, as well as the bank account number and the “net” amount that has been deposited.

Q. Where can I cash my “Live” paychecks and are there time limits to cash or deposit them?

A. “Live” paychecks may be cashed or deposited up to 90 days from the pay date as shown on the check. All Pratt paychecks may be cashed at the window of the Independence Community Bank located on the first floor of North Hall, across the hallway from the fish tank (Writing and Tutorial Center). Be sure to present current photo identification and your Pratt ID.

Q. I believe I misplaced my “live” paycheck or it was stolen. Help.

Lost or stolen paychecks should be reported immediately to the Payroll Office (ISC 4) so that a “stop payment” may be issued on the check. The following information is needed to place the “stop payment”:

- Handwritten note from you, authorizing a “stop payment”
- Employee ID Number (or Social Security Number)
- Date of Check (if available)
- Check Number (if available)
- Amount of Check (if available)

Q. I have been working at Pratt for about a month and I have not received a paycheck. Help

A. Speak to your chair or supervisor.

Q. I am already on Payroll but I did not receive my regular paycheck or additional stipend. Help.

A. Speak to your chair or supervisor.

Q. I received my regular paycheck or additional stipend and the amount does not seem correct. Help.

A. Speak to your chair or supervisor.

Q. What benefits and entitlements do I receive as a Pratt employee?

A. Pratt offers four basic employee entitlements, as follows:

- Short-term disability
- Unemployment
- FICA
- Workers’ Compensation

Please contact the Assistant Director for Benefits Administration for additional information about your employee benefits.

Q. Who do I report on-the-job related injuries to?

A. If you are injured on the job, seek medical attention immediately. Report the injury to your supervisor and the office of Human Resources. During off-hours (that is when offices are closed) you should, additionally, contact Security. If a student is injured during your class, the Office of Student Affairs should also be contacted.

Q. Where is my employee file kept and how can I make changes to it?

A. Your employee file is kept in the office of Human Resource. Changes to your Employee Records may be effected by you at any time during your employment at the institute:

- To effect change in employee name and contact information, please complete the Change of Personal Information Form
- To effect or change Direct Deposit of Pratt paychecks, please complete the Direct Deposit Authorization Form. This may also be effected at the Payroll office, ISC 4th floor.

ADDITIONAL INFORMATION

COLLECTIVE BARGAINING

Terms and conditions of employment for some classes of Pratt employees are subject to collective bargaining agreements, as follows:

- Clerical and Technical Staff: Local 153
- Full-time and Part-time Faculty: Local 1460
- Security: Local 153
- Maintenance Staff: Local 311, Local 32 BJ

THE FOLLOWING INSTITUTE POLICIES MAY BE DOWNLOADED FROM THE HR WEBSITE AND THEY ARE ADDITIONALLY AVAILABLE IN THE 2007 FACULTY HANDBOOK:

ALCOHOL AND SUBSTANCE ABUSE POLICIES

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

EQUAL OPPORTUNITY POLICIES

HARASSMENT, SEXUAL

HUMAN RIGHTS POLICIES

NONDISCRIMINATION POLICY

POLITICAL ACTIVITIES AND POLITICAL CAMPAIGNS

Pratt Institute's Guidelines for Participation in Political Activities and Political Campaigns

Introduction

What Activity is Impermissible?

What is Permissible?

Individual Participation in Political Activities and Political Campaigns

Penalties for Impermissible Political Activity

Conclusion

PRIVACY AND CONFIDENTIALITY

SEXUAL ASSAULT

SEXUAL HARASSMENT

SMOKING POLICIES

SUBPOENAS AND LEGAL INQUIRIES