

TEMPORARY NEW HIRES

1. **Employment materials** - On or before your first day, go to the Office of Human Resources in Thrift Hall - Brooklyn Campus, 2nd Floor, and fill out forms required for employment. The forms include the I-9 -- evidence of ability to work in the United States, the W-4 -- tax exemptions, and Confidential Data Form. All new hires must have a resume on file with Human Resources. The I-9 requires that certain documentation be shown; please check the form via the link in HR Forms for details.
2. **Electronic access** - E-mail accounts are set up by request of your department. Contact your department to request electronic access through the Office of Human Resources.
3. **ID Card** - Access to staff parking, library services, and some buildings is available only with the official institute ID-Card, which is issued by the Office of Security in Engineering Room 111. Please visit the Office of Human Resources to obtain the authorization form for ID-Card distribution. The form will be issued as soon as the pre-employment forms are completed.
4. **Campus phone system** - Your hiring department will make arrangements to establish your voice-mail account if applicable. Please contact them for your extension number and password. For on-campus help with phone problems call x4200.
5. **Campus Directory** - The most up-to-date directory information is online at www.pratt.edu (search).