Congratulations on your new Student Employment position with Dartmouth College! You must complete the steps below to meet all conditions of your employment.

❑ Federal Form I-9 (Employment Eligibility Verification)
By federal law, every employee who has accepted an offer to work for Dartmouth College MUST:
  1. **On or before your first day of work:** Complete Section 1 of the Form I-9 online <http://dartgo.org/i9>.
  2. **On or before your third day of work:** Show original documentation (no photocopies or scanned documents are accepted) to complete Section 2 of this form IN PERSON with one of the following:
     1. Dartmouth College trained I-9 division representative <http://dartgo.org/i9reps> (pdf)
     2. Payroll Office: 7 Lebanon Street, Suite 309 (open between 10 a.m. and 3 p.m.)
     3. Human Resources Office: 7 Lebanon Street, Suite 203 (open between 8 a.m. and 5 p.m.)
All documents will be verified electronically through the USCIS E-Verify system. Please allow up to 15 minutes for this process to take place.

*Failure to complete these steps within 3 days of starting work may result in suspension or termination of employment.*

❑ Application for Non-Resident Tax Exemption (Tax Treaty Application)
Non-resident aliens are strongly encouraged to complete and take this form (with supporting documents) in person to the Dartmouth Payroll Office at 7 Lebanon Street, Suite #309 between 10am and 3pm. A U.S. Social Security number is required to invoke a treaty.

The form is available on the Payroll Office’s Forms page:
  - https://www.dartmouth.edu/finance/employee-services/payroll/policies_forms.php

❑ Direct Deposit and Electronic Payslips (Go Green!)
Employees are strongly encouraged to "Go Paperless" and receive payslips and annual W-2 tax forms online. Go to http://employee.dartmouth.edu & click on Employee Self-Service to log in (Net ID/password/DUO).

Select Dartmouth Student Self-Service and proceed to:
  - Direct Deposit: Set up your paycheck to be deposited directly into your personal US bank account.
  - Go Paperless: Stop receiving paper in your HB. Select "No" under "Paper" for each option.

Review the Employee Self-Service Quick Start Guide available on Payroll’s website for more information.

❑ Kronos Online Student Employee Timecards (How you get paid!)
  - Student employees are required to watch the short Kronos instructional video <http://dartgo.org/kronos> to learn how to use the timesheet system.
  - Employers are responsible for hiring and assigning a Jobnet number for every student employee.
  - Once hired, the employee will have access to log in to Kronos.
  - Employees are responsible for logging into their Kronos account and recording hours each work shift <https://kronos.dartmouth.edu>. Timesheets are sent to supervisors for review after the pay period end at 11:59pm on Saturday. Any hours not recorded in the pay period will require a revision process and will not be paid on time.

Optional: When not enrolled in classes (FICA taxable), student employees may be eligible to make voluntary contributions to a Supplemental Retirement Account (SRA). If interested, please contact the Benefits Office at 603-646-3588 or human.resources.benefits@dartmouth.edu.
Generally, the Form I-9 must be completed only once at Dartmouth. If you have already completed this form for a previous position, it is most likely already on file. You are not required to complete it again unless you are notified that it needs to be updated.