Federal Form I-9 (Employment Eligibility Verification)
- This form **must be completed within 3 days** of the start date of your new job.
- This form can be completed only with original documentation and in front of a certified I-9 representative (see below). Photocopies cannot be accepted.
  *Please see reverse side for acceptable forms of documentation.*
- **Certified Representatives for completion and verification of Form I-9:**
  - Trained I-9 Division Representative (listed on the [General Counsel’s website](http://www.dartmouth.edu/~control/forms/foreign-national-information.html))
  - Payroll Office (7 Lebanon Street, Suite 309, Hanover, NH)
    *Office Hours: Monday-Friday, 10:00 am – 3:00 pm*
  - Human Resources Office (7 Lebanon Street, Suite 203, Hanover, NH)
    *Office Hours: Monday-Friday, 8:00 am – 5:00 pm*
- If you do not complete the Form I-9 within a timely manner, you may be asked not to return to work until the Form I-9 is completed.

Foreign National 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.
- [http://www.dartmouth.edu/~control/forms/foreign-national-information.html](http://www.dartmouth.edu/~control/forms/foreign-national-information.html)

Direct Deposit, Federal W-4, 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](http://employee.dartmouth.edu) & log in. Select **Student Self-Service** and proceed to:
  - **W-4 Information:** Modify your Federal W-4 tax withholding information.
  - **Direct Deposit:** Set up your check 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.
- See FAQs & Quick Start Guide available on [Payroll's website](http://www.dartmouth.edu/~control/forms/foreign-national-information.html) for more information.

Parental Permission Form (Required if 16-17 years of age)
- Complete and return this form to Payroll, BEFORE work begins.

Kronos Online Student Employee Timecards (How you get paid!)
- Student employees are expected to watch the **Kronos instructional video** to learn how to use the timesheet system and get the URL to log in: [http://dartgo.org/kronos](http://dartgo.org/kronos)
- Employers are responsible for creating a Kronos account and assigning a jobnet number for new student employees.
- Employees are responsible for logging into their Kronos account and updating hours each work shift. 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.
Generally, these forms must be completed only once at Dartmouth College. If you have already completed them for a previous position, they are probably already on file and you are not required to complete them again unless you are notified by your employer that they need to be updated.