



Dartmouth College

Student Employment Office
Start working toward your future

7 Lebanon Street, Suite 203
(603) 646-3641 · www.dartmouth.edu/~seo

REQUIRED PAPERWORK for New Student Employees

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) <<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) <<http://dartgo.org/i9reps>> (*pdf*)
 2. **Payroll Office:** 7 Lebanon Street, Suite 309 (*between 10 a.m. and 3 p.m.*)
 3. **Human Resources Office:** 7 Lebanon Street, Suite 203 (*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 the above steps within three days of starting work may result in suspension or termination of employment.

❑ 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>

❑ 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> & click on **Employee Self-Service** to log in (NetID/password).
- **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](#) for more information.

❑ Parental Permission Form (Required if 16-17 years of age)

- <http://www.nh.gov/labor/documents/parental-permission.pdf>
- 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 4½ minute Kronos instructional video** to learn how to use the timesheet system and get the URL to log in: <http://dartgo.org/kronos>
- Employers are responsible for creating a Kronos account and assigning a jobnet number for every student employee.
- **Employees are responsible for logging into their Kronos account and recording 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.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

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 probably already on file. You are not required to complete it again unless you are notified by your employer that it needs to be updated.