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**
     - Human Resources Office: 7 Lebanon Street, Suite 203 - Office hours (@ <http://dartgo.org/hrhours>)
     - Dartmouth College trained I-9 division representative: Representative list (@ <http://dartgo.org/i9reps> (pdf))
  * Employees who are working remotely within the United States and cannot complete an I-9 in person in Hanover, NH must request to complete an in-person I-9 elsewhere in the US (<http://dartgo.org/i9anywhere>)

   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. Contact Payroll (Dartmouth.Payroll@dartmouth.edu) or phone (603-646-2697) to confirm open hours.
  The form is available on the Payroll Office’s Forms page:
  - [www.dartmouth.edu/finance/employee-services/payroll/policies_forms.php](http://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](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](http://www.dartmouth.edu/finance/employee-services/payroll/policies_forms.php) 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.