

Dartmouth Non-Profit Federal Work-Study (FWS) Program Guide



DARTMOUTH

Information for Contracted Community Service Agencies



Quick Facts about Dartmouth's Non-Profit FWS Program

- Agencies must submit an Agency Agreement with the Student Employment Office (SEO). Agency Agreements are only valid for one academic year.
- The agency must verify a student's FWS eligibility each academic term through the hiring process within the student employment system. Once the award for the term is exhausted, the agency becomes responsible for 100% of the student's wages. Agencies should work with their employees to understand if the student is employed in any other Dartmouth position and manage the funding limit in collaboration with the student employee.
- Agencies are required to use Dartmouth's student employment hiring and timesheet/payroll process to pay the FWS student wages. Agencies are then billed monthly for the agency's balance of the wages for its FWS Program student employees. Payments in full are expected within 30 days.
- The standard FWS Program reimbursement rate for non-profit agencies is 75%, with the agency responsible for the remaining 25%. If the student is not currently enrolled the agency is also responsible for 9% fringe benefits. (Note: A student working through the FWS Program while not currently enrolled is only possible if a student has applied for and been pre-approved for "Leave-Term Federal Work-Study Funding").
- The hourly rate is determined by the agency but must be set at Dartmouth's minimum student wage or the agency's state minimum wage, whichever is higher. Guidance can be given by SEO if requested.
- Agencies that hire students as either math or reading tutors for preschool or elementary school children may be eligible to have the FWS Program cover 100% of the wages of student employees. (NOTE: The agency is still responsible to pay the 9% fringe benefit rate if the student is not enrolled and has instead been approved for "Leave-Term Federal Work-Study Funding.")

Contact Dartmouth's Student Employment Office!

Student.Employment.Office@Dartmouth.edu | www.dartmouth.edu/seo | (603) 646-3641

Table of Contents

Quick Facts about Dartmouth’s Non-Profit FWS Program..... ii

Why become a Community Service Agency?..... 1

When are students available to work? 1

About the Federal Work-Study Program 1

 When a student who has Federal Work-Study is enrolled in classes..... 2

 When a student who has Federal Work-Study is not enrolled in classes 2

 When it is “between terms” (no classes are in session)..... 2

Leave-Term Federal Work-Study Funding 3

How to Become an Eligible Community Service Agency..... 3

 Limitations..... 4

Creating a New FWS Off-Campus Community Service Position..... 5

Listing (Advertising) an Employment Position 5

Hiring and Training Student Employees To Record their Time 6

 i. I-9 Employment Eligibility Verification..... 7

 ii. Electronic Deposit 7

Timesheet & Payroll Information for Non-Profit Community Service Agency Employers 7

 Employer Responsibilities 7

 Employee Responsibilities..... 8

 Corrections After the Pay Period has Ended 8

 Overtime 9

 Timesheet submission during Holidays..... 9

 Student Paychecks 9

 Important Note about Late Timesheets 9

Billing 10

Appendix A..... 10

Why become a Community Service Agency?

If your organization is a non-profit agency/organization, you may be eligible to hire students who have been awarded Federal Work-Study (FWS) funds. The benefit to your agency is that the Federal Work-Study Program pays a significant portion of the student's wages. For most, this means that the agency is only responsible for 25% of the student's wages when they hire a student currently enrolled in courses.

Approved agencies may hire eligible students to work *during any academic term in which they are eligible for Federal Work-Study funds*. See below for more details on the funding for student wages.

When are students available to work?

The Dartmouth academic calendar is unique - we not only operate on a quarter basis (4 terms each academic year: Summer, Fall, Winter, and Spring) rather than a semester basis, we also have what we've called the "D-plan." The D-plan is an undergraduate student's enrollment pattern for the academic year.

Students are generally enrolled for 3 of the 4 terms, but not necessarily in any order and they are not necessarily here in Hanover for each of their terms. (Students are strongly encouraged to participate in credit-bearing study-abroad/transfer programs and many do.)

Each student has the flexibility to create their own plan each academic year, so long as they are enrolled a total of 12 terms over their 4 years. It's generally safe to assume First Year and Fourth Year undergraduates will be in Hanover during the Fall, Winter & Spring Terms, but even that varies from student to student!

While this calendar offers great flexibility and provides a multitude of opportunities for students, it can be challenging for an employer when student availability is limited and sporadic. A term is roughly 10 weeks long followed by a break/interim ranging from 1 to 6 weeks in length before the next term begins.

Each year's [Academic Calendar](#) is available online on the Registrar's page of the Dartmouth website. These dates are important to you as an employer because **students can only use their Federal Work-Study funding during an academic term (10-week intervals) when they are enrolled for that term**. The only exception to this rule is if a student applies for - and is granted - [Leave-Term Federal Work-Study Funding](#). Generally, students who apply for Leave-Term funding will be working full-time to earn toward their next term's tuition and living expenses.

About the Federal Work-Study Program

The Federal Work-Study program requires 7% of the total allocation to educational institutions be spent on community service. The total financial benefit for agencies hiring a student with a FWS award is dependent upon whether the student is currently enrolled in classes for the term.

When a student who has Federal Work-Study is enrolled in classes

Federal Work-Study will cover 75% of the student wages and the contracted agency will then be responsible for the remaining 25% when the student is enrolled and taking classes. Dartmouth will pay the student 100% of the wages and our office, Student Employment, will then bill the agency for 25% of the student wages monthly.

FWS does not cover student wages for any student who has worked more than 40 hours. Overtime will be billed to and paid 100% by the contracted agency.

When a student who has Federal Work-Study is not enrolled in classes

If a student has applied for and has been approved to utilize "[Leave-Term Federal Work-Study Funding](#)" funds, the contracted agency will be responsible for paying 25% of the student wages plus a 9% fringe benefit charge. ("Leave Term" is when students are not enrolled in classes for a term but will be enrolled in the term immediately following their leave term.) Students must apply for leave-term work-study at the Financial Aid office. These funds are in addition to their regular work-study funds and awarded by the Financial Aid office.

FWS does not cover student wages for any student who has worked more than 40 hours. Overtime will be billed to and paid 100% by the contracted agency plus the 9% fringe benefit charge.

When it is “between terms” (no classes are in session)

FWS funds are allocated on a per-term basis. Each academic year, SEO will publish the “Work-Study Authorization Dates” indicating the dates for which FWS can be used each academic term. **There is no “Interim Work-Study Funding.”**

- If a student is enrolled in consecutive terms, they are eligible to use FWS funds in the break between those two terms. All FWS funding from the first term would be used before using FWS funding allocated for the second term.

For example, a student enrolled in both fall and winter terms would be eligible to use FWS funding in the break period when no classes are offered between those two terms. Any remaining FWS funds from fall would be exhausted before the student would begin to use the allocated winter term FWS funding.

The only EXCEPTION to this practice is the gap of time between the end of the spring term and the start of the summer term. During this time, NO federal work-study funds are available to any student.

- Interim is not a period of enrollment, so employers and employees will be paying the 9% FICA taxes (also called ‘fringe rate’) during these dates.
- When a student is not enrolled for an entire term, but would still like to work and use FWS, this would be called “[Leave-Term Federal Work-Study Funding](#).” See that section for details.

Leave-Term Federal Work-Study Funding

Some students may be interested in working during a leave term (a term in which they are not enrolled in classes). FWS policies require that a student who wishes to apply for Leave-Term FWS funding must be enrolled in the term following that leave term.

The two examples below highlight when a student would be eligible to apply:

Student A has scheduled their year to enroll in classes in the fall, spring, and summer terms. Student A would be eligible to apply for Leave-Term FWS Funding in the winter term because they are scheduled to return to classes in the spring term.

Student B has scheduled their year to enroll in classes in the summer, fall, and following fall terms. Student B would not be eligible to apply for Leave-Term FWS Funding in either the winter or spring terms but would be eligible to apply in the summer term because they are scheduled to return to classes in the fall term.

As with all financial aid at Dartmouth, Leave-Term FWS is awarded based on demonstrated need. Students interested in this funding must email Financial.Aid@dartmouth.edu to apply. Each request is carefully reviewed by the Financial Aid Office for eligibility. Students with less demonstrated need may be awarded an amount below the maximum by the Financial Aid Office.

If a Community Service Agency wishes to hire a student during their leave term, it is often necessary for the student to be working at or near 40 hours per week to fully utilize the award amount, however students can choose to work fewer hours and not earn their full award amount. The agency must confirm that the student has been approved for Leave-Term FWS before hiring the student.

How to Become an Eligible Community Service Agency

To be eligible, an agency must submit proof of their non-profit status, a student job description, and enter into a contract with Dartmouth.

The position for which you are hiring a FWS student cannot displace any current worker, nor can you have other members of the agency doing this same job without pay. If the agency hires someone other than a work-study student for this same job, that person will also have to be paid the same gross wage that the work-study student is paid.

- In order for an organization to participate in the program, the primary requirement is that a student's work must be in the general public interest. "Public Interest" is defined as work performed for the welfare of the nation or community rather than work for a particular interest or group. Students may work in federal, state, or local government agencies, or private, non-profit organizations within the U.S. Hospitals, daycare centers, halfway houses, crisis centers, research laboratories, schools, libraries, camps, and local community service agencies are all eligible employers.

Limitations

Work performed off-campus must be in the public interest and within the domestic United States.

Work is not “in the public interest” if it: ¹

- primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative;
- involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;
- is for an elected official unless the official is responsible for the **regular** administration of federal, state, or local government;
- is work as a political aide for any elected official;
- takes into account a student’s political support or party affiliation in hiring him or her; or
- involves lobbying on the federal, state, or local level.

Political activity, whether partisan or nonpartisan, does not qualify as work in the public interest. For example, a student is not considered to be working in the public interest if working at voting polls—even if he or she only checks off the names of those who came to vote and does not pass out flyers supporting a particular candidate. Also, a student is not considered to be working in the public interest if working to support an independent candidate. Another example of nonpartisan political activity is work for a city political debate.

Working for an elected official as a political aide also does not qualify as work in the public interest. For example, a student could not represent a member of Congress on a committee. However, a student could be assigned to the staff of a standing committee of a legislative body or could work on a special committee, as long as the student would be selected on a nonpartisan basis and the work performed would be nonpartisan.

Under certain circumstances, work for an elected official responsible for the *regular administration* of federal, state, or local government may be considered to be in the public interest. “Regular administration” means the official is directly responsible for administering a particular function. Such a person would not create, abolish, or fund any programs, but would run them. Working for a sheriff would be acceptable, as would working for an elected judge (because they have direct responsibility for the judicial system). As stated previously, any political

¹ Directly taken from 2022-23 Federal Student Aid Handbook: <https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2022-2023/vol6/ch2-federal-work-study-program>, accessed 9/28/23

activity would not be acceptable— raising funds for the official’s reelection, for example. A FWS position that involves lobbying at the federal, state, or local level is not work in the public interest. FWS students are prohibited from working for the Department of Education due to the potential appearance of conflict of interest.

Contact Dartmouth’s Student Employment Office (SEO) to discuss your interest in becoming an off-campus FWS Program employer. You may either [email](#) or call us. Our phone number is (603) 646-3641.

Creating a New FWS Off-Campus Community Service Position

The first step to employing a student worker is defining the job the student will be expected to do. For example:

- Does the student need general or specific skills to perform the tasks of the job?
- What tasks need to be done?
- Who in the agency will be the student’s direct employer?
- What hourly wage will you pay the student employee?

The Student Employment Office (SEO) is available to help answer these questions as you determine how to structure your student position.

Once the agency has decided the job function of the student employment position, the agency’s representatives that will be hiring and supervising the student employee(s) must [request access](#) to Dartmouth’s [student employment system](#) and be granted access by the Student Employment Office. [Written guidance](#) on requesting access to the student employment system for Non-Dartmouth FWS employers can be found on the [Non-Dartmouth employers training site](#) (See the Non-Profit Federal Work-Study Employer JobX & TimesheetX instructions column on the page.)



Once access has been granted, the agency must create their student job in the system. [Written guidance](#) to create a FWS-required job can be found on the [Non-Dartmouth employers training site](#). The agency can request a job be posted for students to view and apply to (Active, Listed status) or be created in the system but not posted for students to view and apply to (Active, Not Listed status). The agency’s FWS-required job need only be created in the system once and may be easily edited in the future should changes need to be made to the job duties/description. Once created, the job will be approved by the Student Employment Office and placed in the status requested by the agency.

Listing (Advertising) an Employment Position

An agency can change the status of their approved job between listed (Active, Listed status) and not listed (Active, Not Listed status) for students to view/apply as meets your needs.

SEO recommends advertising your position at least three weeks prior to the end of the term preceding the term for which you have a vacancy.²

For example: An agency anticipates a 10-hour/week position vacancy for Spring Term. The agency should ensure the job is in Active, Listed status and available for students to view and apply to about three weeks before the end of Winter Term.

If you are seeking to employ a student to work on a leave term (meaning they are not enrolled in coursework that term), the student must request [Leave-Term Federal Work-Study Funding](#) from the Financial Aid Office **and** be pre-approved before an agency may hire them for the position as a FWS student employee. The agency is then also responsible for paying the 9% fringe benefit for that employee. (See your Institution-Agency Off-Campus Community Service Agreement for details.) If a student works more than 40 hours per week, the agency is 100% responsible for the overtime wage and fringe costs.

In addition to posting the position in the student employment system, employers may also elect to participate in the student job fair held on campus each fall term for no fee.

Hiring and Training Student Employees To Record their Time

The process at the beginning of each academic term (or any time a student will be hired) is detailed below:

1. Only students with \$300 or more in FWS funds will be able to apply for your job within the system. Review applications, interview or decline applicants, and communicate with applicants all through the system. Written guidance on [Managing Applications](#) can be found on the [Non-Dartmouth employers training site](#).
2. Once you have selected a student to fill your position, hire the student in the system. Written guidance is available to [hire an applicant that applied for your job](#) through the system or to [hire an hourly-paid student who did not apply \(identified hire\) or is a re-hire](#). The Student Employment Office will review the hire request and be in touch with any questions. Once the hire request is approved, both the designated supervisor at the agency and the student will receive a notification regarding the job offer and hire details. The student will be directed to log into the system to accept their job offer. Once accepted by the student, a timesheet will be created in the system so the student can begin recording hours worked as of the start date entered on the hire request. Once the position is filled, please remember to update the status of the job to “Active, Not Listed” in the system so the position is no longer advertised and other students don’t apply.
 - a. Once a student is hired for a particular position, the agency should reiterate with the student employee that they are required to complete new employee paperwork (Form I-9 & Direct Deposit if desired) within three days of their start date to legally work and be paid. Student employees must complete the paperwork at the Human Resources Office (located at 7 Lebanon Street, Suite

² If your position is a full-time position, you may wish to advertise even sooner than this as students may seek employment opportunities early in order to make plans for housing arrangements.

203). This information is also included in the offer notification the student employee receives upon approval of the hire.

- i. **I-9 Employment Eligibility Verification:** Tell your student employees that they must bring [proper original documentation](#) with them to complete their I-9 Employment Eligibility Verification form. (See Appendix A for table detailing original documents that may be used to complete this form.)
 - ii. **Electronic Deposit:** Electronic deposit of paychecks is not required but is highly recommended. The student employee can set up [direct deposit](#) to a personal checking or savings account or load the funds on a [U.S. Bank Focus card](#). Dartmouth Payroll is available to answer any questions a student employee may have regarding these options.
3. Instruct your hourly-paid student employees to use TimesheetX daily to record worked hours for every work shift. All student employee training materials can be found on the [Student Employee Training site](#).
 4. Require each student employee to watch the [online training video](#) as part of their new employee orientation/training.
 5. Review and approve your student employee's timesheet every two weeks (see details below).
 6. Consistently communicate with your employee(s) to understand if the student is employed in any other Dartmouth position and manage the funding limit in collaboration with the student employee. If the student employee is nearing their funding limit, the student can reach out to Financial Aid to inquire whether they may be eligible for an increase in Federal Work-Study funding for the term.

Timesheet & Payroll Information for Non-Profit Community Service Agency Employers

Ensuring that every student employee is paid correctly is a critical responsibility of the individual employee and the community service agency. Dartmouth's process for paying student employees is outlined below in detail. Please read carefully and be sure that you follow each step.

The student payroll process occurs every two weeks. The schedule for student payroll can be found [online](#) under "Yearly Payroll Schedules."

Employer Responsibilities:

Dartmouth is required by the State of New Hampshire's Labor Law to pay all employees in a timely manner. Student employees are responsible for completing and submitting their timesheet on a bi-weekly basis. The employer is responsible for making sure that the employee's timesheet information is correct and approved in a timely manner for processing.

1. It is strongly recommended that a secondary supervisor be identified to perform supervisor responsibilities when the primary supervisor is unavailable. This individual must also [request and be granted access to the student employment system](#).

2. All student employee time must be reviewed and approved **no later than noon on the Monday** following the pay period end date.
3. It is strongly recommended that supervisors conduct a weekly review of student employee timesheets ([pdf](#) | [2 minute video](#)) to ensure that your student employees are entering their hours in a timely and accurate manner.
4. After the pay period has ended, or your student employee has submitted their completed timesheet to you, follow the instructions outlined on the Non-Dartmouth Employers Training page ([pdf](#) | [4 minute video](#)) to review and approve your student's timesheet in the TimesheetX system.
 - Note:
 - a. Federal and NH Labor Laws require accurate time reporting. If a student employee has added comments indicating they have inaccurately reported time due to:
 - i. working during the student regularly-scheduled class period for which they are enrolled and the class was not held, the student is required to submit a [Class Exception Issue](#) request.
 - ii. working prior to the hire start date or after the student hire end date, the student's hire record needs to be edited ([pdf](#) | [2 minute video](#)) to allow for the date worked.

Employee Responsibilities:

The employee is responsible for accurate and timely completion of their timesheet each pay period.

- Record hours worked accurately on the appropriate timesheet.
- Record hours at the beginning and end of each shift, including comments if needed.
- Review the timesheet for accuracy before submitting it to the supervisor for approval.
- Submit the timesheet **no later than Saturday at 11:59pm** on the last day of the pay period.
- Corrections or changes to timesheets should be rare. If a correction is needed after the pay period has ended, complete the [Request Timesheet Edit form](#).
- Note:
 - Students who do not see a timesheet for their job in their Dashboard are instructed to contact their supervisor immediately to ensure they are hired correctly.
 - Student Employee email reminders are sent 24 hours before the timesheet submission deadline.
 - Federal and NH Labor Laws require accurate time reporting. Employees may not knowingly falsify reported time. Reporting time that was not worked as if it was worked is grounds for corrective action, up to and including termination, suspension or separation from Dartmouth, and possible legal prosecution.

Corrections After the Pay Period has Ended

If a student employee discovers a mistake in their timesheet or needs to revise their hours for any reason, the employee must complete the [Request Timesheet Edit](#) form. Dartmouth Payroll will reopen the student's timesheet(s) within one business day. Employees will need to correct and submit the timesheet before the current pay period ends.

Overtime

Any hours in excess of 40 hours per week (not 80 hours in a biweekly pay period) are considered overtime. This policy applies to all work a student may perform for any number of departments that use Dartmouth Payroll, including Community Service Non-Profit Agencies, in a workweek. If a student has two or more jobs, the overtime costs will be borne by the department(s) in which the student works after exceeding 40 hours in one week. *The employer is responsible for 100% of the overtime hours, paid at 1.5 times the rate of pay. Overtime hours are not eligible for subsidy by Federal Work-Study funds.*

If a student is working in more than one department, it is the responsibility of the student to inform the departments where the work is occurring and notify their appropriate supervisors when the hours in a workweek approach 40 hours. As an employer, additionally, you should ask the students who work for you if they are working for any other Dartmouth employer and how many hours per week they are scheduled for in that department. This will help to prevent unexpected overtime. Both the student and the supervisors for all jobs in which the student has active assignments will also receive a notification from the student employment system when a student is approaching 40 hours in a workweek.

Blended Rate of Overtime:

If a student employee works at different hourly rates of pay and is eligible for overtime, the overtime rate of pay is calculated at the rate of one and one-half times the weighted average of the multiple hourly rates during the work period for which the calculation is made. The cost of this overtime pay is distributed to the department and position in which the overtime was recorded.

Timesheet submission during Holidays

Timesheet deadlines may be shifted during holiday periods. Communications will be sent periodically from the Student Employment Office to all Dartmouth and Community Service Agency employers. All Community Service Agency employers are welcome to attend trainings, roundtables, job fairs, and other student employment events as desired.

Student Paychecks

If the student employee has not opted to participate in the Direct Deposit or U.S. Bank electronic deposit options, the payroll check will be mailed to their on-campus student mail box (called Hinman Box). If your student employee has any questions about their paycheck, they should contact the Payroll Office.

Important Note about Late Timesheets

Late timesheets are strongly discouraged and take longer to process, which results in delayed paychecks and a violation of New Hampshire state law. **Late timesheets processed after a term ends also affect the student's eligibility for federal work-study funds.** If this happens, the employer may be charged for 100% of the student hours, *even if the time was worked during the enrolled term.*

Billing

Agencies are billed monthly for the agency's balance of the wages for its FWS Program student employees. Invoices are sent via email to the agency contact listed to receive invoices during the initial contracting process. If the name or contact information for receipt of invoices changes at an agency, the agency must update the Student Employment Office with the new email address. Invoices can only be sent to one email address within the agency. Payments in full are expected within 30 days.

Questions regarding invoices or the billing process should be directed to [Accounts Receivable](#) at Dartmouth. Questions about the specific charges for FWS Program student employees should be directed to the Student Employment Office.

last revised November 2023

Appendix A

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.

<p>LIST A Documents that Establish Both Identity and Employment Authorization</p>	<p>OR</p>	<p>LIST B Documents that Establish Identity</p>	<p>AND</p>	<p>LIST C Documents that Establish Employment Authorization</p>
<p>1. U.S. Passport or U.S. Passport Card</p> <p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p> <p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>		<p>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</p>		<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p>
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>		<p>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</p>		<p>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</p>
<p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (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.</p>		<p>3. School ID card with a photograph</p> <p>4. Voter's registration card</p> <p>5. U.S. Military card or draft record</p> <p>6. Military dependent's ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American tribal document</p> <p>9. Driver's license issued by a Canadian government authority</p> <p>For persons under age 18 who are unable to present a document listed above:</p>		<p>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</p> <p>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p> <p>5. Native American tribal document</p>
<p>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</p>		<p>10. School record or report card</p> <p>11. Clinic, doctor, or hospital record</p> <p>12. Day-care or nursery school record</p>		<p>6. U.S. Citizen ID Card (Form I-197)</p> <p>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p> <p>8. Employment authorization document issued by the Department of Homeland Security</p>

Generally, these forms must be completed only once at Dartmouth. If the student has already completed them for a previous position, they are probably already on file and will not need to be completed again. SEO will notify the employer if they need updating.