How to find a Dartmouth student job and get paid

1. Search & apply for student jobs in JobX
   - Dartmouth & Non-Dartmouth student positions are advertised on JobX (Student Employment Portal).
   - Students are STRONGLY encouraged to register for JobMail to get email alerts for new job listings of interest.

2. After you're hired, complete new employee paperwork
   - You will receive a "Regarding recent hire request" email that lets you know you’ve been offered a job.
   - Must accept or decline each job offer via My Dashboard in JobX
   - Federal I-9 must be completed within 3 days of your start date.*

3. Watch Student Employee E-Timesheet instructional videos
   - These short videos are located on the JobX-TimesheetX Student Employee Training page

4. Record time for every shift in TimesheetX
   - Submit timesheets after last shift in pay period.
   - Watch the short training videos on the JobX-TimesheetX Student Employee Training Page

5. Paychecks are issued every other Friday, after the pay period ends.
   - Sign up for Electronic Pay options (direct deposit &/or pre-paid US Bank Focus debit card)
   - Employees who do not set up electronic pay will have their paper paycheck sent via US mail.

Helpful Websites & Resources:

- JobX/TimesheetX Student Employment Portal: [http://dartgo.org/studentjobs](http://dartgo.org/studentjobs)
- Required Paperwork for New Student Employees: [http://dartgo.org/seochklist](http://dartgo.org/seochklist)
- JobX/TimesheetX Student Employee Training Materials (videos & pdfs): [http://dartgo.org/tsxtraining](http://dartgo.org/tsxtraining)
- Student Employment Handbook: [http://dartgo.org/seohandbook](http://dartgo.org/seohandbook)
- Dartmouth Payroll Office: [http://dartgo.org/payroll](http://dartgo.org/payroll)
- Set up Direct Deposit: [http://dartgo.org/quickstartess](http://dartgo.org/quickstartess)
- Student Employee Telecommuting Agreement: [http://dartgo.org/seoremoteagree](http://dartgo.org/seoremoteagree)

* If you have already completed this form for a previous Dartmouth student 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.