Post-graduation employment for Dartmouth’s June Graduates
Summer 2021

In-person employment process for students graduating in June 2021:
updated 6/2/2021

Dartmouth cannot allow graduates to continue accessing campus facilities in person as students after they are no longer enrolled. Therefore, employers who wish to hire a June graduate to work in person must follow this significantly abbreviated the hiring process for hiring individual Dartmouth students who are going to work in-person for up to one term after their June 2021 graduation.

Criteria to determine who can be hired using this abbreviated process?
1. Individuals who graduate from Dartmouth in May or June 2021 and
2. Individuals who are needed to work in-person on-site and
3. Individuals whose role ends on or before September 30, 2021

Who cannot be hired using this process?
Any individuals hired into a position that will be on-going past September 30, 2021 cannot use this process and must use the standard DORR temp/staff hiring process.

Steps to follow (both must be created at time of hire):
1. Create Temp staff hiring PA transaction with effective hire date between June 14 and September 1, 2021.
2. Create Temp staff termination PA with a termination date of no later than September 30, 2021.

This abbreviated process will not require:
• Creation of temp position or temp application in DORR
• SkillsSurvey Reference Checks
• Background Check

Remote employment process for students graduating in June to continue employment until September 30, 2021:

This summer, Dartmouth is allowing individuals who worked in hourly-paid student positions prior to graduation to continue working remotely for one term past graduation in the same role, allowing for continuity of work coverage during that one term. This opportunity is regardless of enrollment type (undergrad, masters, doctorate).

If the student you are interested in hiring meets the criteria and has federal employment eligibility, then they may be hired to continue working remotely in their capacity as a student employee for the one term post-graduation.

The Process:
Follow the steps below for each person you hire to work remotely for one term post-graduation:
1. Create a hiring transaction with an effective start date between June 13, 2021 and July 24, 2021 (even if they already work for you) for each student employee graduating in June 2021.
2. Create a termination transaction with an effective date of September 30, 2021 or sooner for each student employee graduating in June 2021.
3. Instruct each of your graduated Dartmouth student employees (even those with Direct Deposit) to email Dartmouth.Payroll@dartmouth.edu to update their Payroll Mailing address so their checks/paystubs don’t get sent to their student Hinman Box. (Every student Hinman mailbox is CLOSED after the student graduates and Hinman will not accept or hold their mail for pick-up.)
   • The graduated student employee is required to continue to record each shift in Kronos every time they work.
4. Download and complete the temporary telecommuting agreement for student employees of Dartmouth PDF.
   o Use Adobe Acrobat Reader to complete the form. (Form must be completed by student employee and employer)
   o Send completed agreement to Student.Employment.Office@dartmouth.edu