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* with one of the following:
     - Human Resources Office: 7 Lebanon Street, Suite 203 - Office hours [here](http://dartgo.org/hrhours)
     - Dartmouth College trained I-9 division representative: Representative list [here](http://dartgo.org/i9reps)
  * 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 email Payroll (Dartmouth.Payroll@dartmouth.edu) to request a link for Sprintax, an online system which will determine whether or not a Dartmouth employee is eligible for a tax treaty. A U.S. Social Security number is required.

- **Direct Deposit (Go Green!)**
  Employees are strongly encouraged to set up Direct Deposit, which means their pay is automatically deposited directly into the employee’s personal bank account(s). (Accounts must be within the United States). To set it up, go to [http://employee.dartmouth.edu](http://employee.dartmouth.edu) & click on Employee Self-Service to log in (Net ID/password/DUO). Once in the portal, select Dartmouth Student Self-Service and proceed to Direct Deposit.

Review the Employee Self-Service Quick Start Guide available on Payroll’s website [here](http://dartgo.org/quickstartess) 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](https://kronos.dartmouth.edu) 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.

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.