



REQUIRED PAPERWORK for New Student Employees

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) <<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:
 1. [Dartmouth College trained I-9 division representative](http://dartgo.org/i9reps) <<http://dartgo.org/i9reps>> (pdf)
 2. **Payroll Office:** 7 Lebanon Street, Suite 309 (open between 10 a.m. and 3 p.m.)
 3. **Human Resources Office:** 7 Lebanon Street, Suite 203 (open between 8 a.m. and 5 p.m.)

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 between 10am and 3pm. A U.S. Social Security number is required to invoke a treaty.

The form is available on the Payroll Office's Forms page:

- https://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> & 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](#) 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)** <<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.

Last updated: February 2020

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.

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|--|----|---|-----|---|
| <ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (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. 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 | | <ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record | | <ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security |

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.