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: Use this link <http://dartgo.org/i915> to schedule your in person appointment to complete Section 2 within three (3) days of starting your employment. You must bring acceptable original documents (no photocopies, scans or digital images) to your appointment. Employees who are working remotely within the United States during this global pandemic 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/remotei9request>
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. Appointments are required and can be requested via email (Dartmouth.Payroll@dartmouth.edu) or phone (603-646-2697). 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> 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.
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.