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:
   1. Dartmouth College trained I-9 division representative <http://dartgo.org/i9reps> (pdf)
   2. Payroll Office: 7 Lebanon Street, Suite 309 (between 10 a.m. and 3 p.m.)
   3. Human Resources Office: 7 Lebanon Street, Suite 203 (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 the above steps within three days of starting work may result in suspension or termination of employment.

Foreign National 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.

- http://www.dartmouth.edu/~control/forms/foreign-national-information.html

Direct Deposit, Federal W-4, 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).
- Select Student Self-Service and proceed to:
  - W-4 Information: Modify your Federal W-4 tax withholding information.
  - Direct Deposit: Set up your check 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.
  - See FAQs & Quick Start Guide available on Payroll’s website for more information.

Kronos Online Student Employee Timecards (How you get paid!)

- Student employees are expected to watch the 4½ minute Kronos instructional video to learn how to use the timesheet system and get the URL to log in: http://dartgo.org/kronos
- Employers are responsible for creating a Kronos account and assigning a Jobnet number for every student employee.
- Employees are responsible for logging into their Kronos account 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.
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 probably already on file. You are not required to complete it again unless you are notified by your employer that it needs to be updated.