

DARTMOUTH

Student Employment Office

7 Lebanon Street, Suite 203 | Hanover, NH 03755 | seo@dartmouth.edu | 603-646-3641

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:
 - **Human Resources Office:** 7 Lebanon Street, Suite 203 - *Office hours* @ <<http://dartgo.org/hrhours>>
 - **Dartmouth College trained I-9 division representative:** Representative list @ <<http://dartgo.org/i9reps>> ([pdf](#))

* **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) <<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.

Sprintax Calculus Tool (Non-Resident Tax Treaty Application)

Non-resident aliens on F, J, M and Q visas are strongly encouraged to request a login to Sprintax Calculus from Dartmouth Payroll. The Sprintax Calculus system aids employees in determining their residency status and tax treaty benefit entitlements. For more information, contact Dartmouth.Payroll@dartmouth.edu

Electronic Pay Options (Go Green!)

All employees are strongly encouraged to make use of one or both electronic pay options outlined in the bullets below. Direct questions about these electronic pay options to the Dartmouth Payroll Office at (603) 646-2697.

- Log in to [Student Employee Self-Service](https://employee.dartmouth.edu) <<https://employee.dartmouth.edu>> to set up electronic direct deposit of your paycheck and view applicable tax documents. Direct deposit instructions [available online](http://dartgo.org/quickstartess): <<http://dartgo.org/quickstartess>>
- Sign up for a prepaid [U.S. Bank Focus](#) debit card to receive your payroll payments.

Employees that do not set up electronic pay will have their paper paycheck sent via US mail.

TimesheetX Online Student Electronic Timesheets (How you get paid!)

- Student employees must accept their hourly-paid student job in their JobX Dashboard
- Student employees must review the [JobX/TimesheetX training materials](http://dartgo.org/tsxtraining) <<http://dartgo.org/tsxtraining>> to learn how to correctly record time in the TimesheetX system.
- Employees must **log in and record hours each shift**. After all hours have been entered for the pay period, employees must **submit their timesheet for approval**. Any hours not recorded in the pay period will require a revision process and will not be paid on time.
- Employers will review and approve all timesheets by noon on Monday after the pay period's end.



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: October 2023

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

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 an individual temporarily authorized to work for a specific employer because of his or her status or parole: <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 individual's status or parole 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 	OR	<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 	AND	<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 For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

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.