



How to find a Dartmouth student job and get paid

Search & apply for student jobs in JobX After you're hired, complete new employee paperwork Watch Student
Employee ETimesheet
instructional
videos

Record time for
every shift in
TimesheetX.
Submit
timesheets after
last shift in pay
period.

Paychecks are issued every other Friday, after the pay period ends.

- Dartmouth & Non-Dartmouth student positions are advertised on JobX (Student Employment Portal).
- •Students are STRONGLY encouraged to register for JobMail to get email alerts for new job listings of interest.
- •You will recieve a "Regarding recent hire request" email that lets you know you've been offered a job.
- Must accept or decline each job offer via My Dashboard in JobX
- •Federal I-9 must be completed within 3 days of your start date.*
- •These short videos are located on the JobX-TimesheetX Student Employee Training page
- Watch the short training videos on the JobX-TimesheetX Student Employee Training Page
- Sign up for Electronic Pay options (direct deposit &/or pre-paid US Bank Focus debit card)
- Employees who do not set up electronic pay will have thier paper paycheck sent via US mail.

Helpful Websites & Resources:

- JobX/TimesheetX Student Employment Portal: http://dartgo.org/studentjobs
- Required Paperwork for New Student Employees: http://dartgo.org/seochecklist
- JobX/TimesheetX Student Employee Training Materials (videos & pdfs): http://dartgo.org/tsxtraining
- Student Employment Handbook: http://dartgo.org/seohandbook
- Dartmouth Payroll Office: http://dartgo.org/payroll
- Set up Direct Deposit: http://dartgo.org/quickstartess
- Student Employee Telecommuting Agreement: http://dartgo.org/seoremoteagree

^{*} If you have already completed this form for a previous Dartmouth student 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.