

Instructions for Completing the New Hire Employment Documents:

**Please complete all forms using black or blue ink only.**

**W4 form:**

- The Internal Revenue Service requires this form.
- Complete Step 1 and Step 5 of the form highlighted in yellow. Those are the **ONLY** areas that need completed.
- Verify your **local U.S. address** (28 N. College St., Carlisle, PA 17013).
- Verify that there is a check mark in Section 1 (c) designating "**Single or Married Filing Separately.**"
- Skip to Step 5
- Sign and date the form with the date you are completing the form.
- DO NOTHING ELSE ON THIS FORM. THIS FORM IS COMPLETE.

**Residency Certification Form:**

- Please verify your **local US address**.
- Complete all sections of the form highlighted in yellow. Those are the ONLY areas that need completed.
- Sign and date the form with the date you are completing the form.
- DO NOTHING ELSE ON THIS FORM. THIS FORM IS COMPLETE.

**2021 EXEMPTION CERTIFICATE FROM LOCAL SERVICES TAX (LST):**

- Please use your **local Dickinson address. (28 N. College St., Carlisle, PA 17013)**
- Complete this form online: <https://www.dickinson.edu/xfp/form/350>
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**Direct Deposit Form:**

- In order to be paid, Direct Deposit is required.
- Enter your name.
- Enter your Banner/Student ID# (this number begins with 900XXXXXX and is on your Dickinson Student ID Card)
- Sign and Date the form at the bottom.
- Take this form with you when you go to sign up for a new bank account. Give this form to the person assisting you in opening the account. They will complete the Bank Information for you.

Employment Eligibility Verification-USCIS Form I-9:

**YOU WILL NEED INFORMATION FROM YOUR PASSPORT, 1-20 OR DS-2019, AND/OR YOUR FORM I-94 TO COMPLETE SECTION 1 OF THIS FORM.**

PLEASE NOTE THAT THIS FORM WILL BE COMPLETED ONLINE. YOU WILL RECEIVE AN EMAIL FROM Dickinson College Onboarding [RedCarpetMailer@silkroad.com](mailto:RedCarpetMailer@silkroad.com).

SUBJECT: Dickinson College Onboarding -Important Employment Information

Welcome XXX,

We have received notification of your appointment as a Dickinson College Student Employee.

We would like to introduce you to Dickinson's secure onboarding portal. Please note your login information (username & password) for future reference, then proceed to our Onboarding Portal by clicking the link provided.

Your first task is now available. Please login below to complete this task.

Username: XXX.XXX

Password: xxxxx

Click [Form I-9 Only](#) to proceed.

After you click the link and Login, the following screen will appear:

The screenshot shows the Dickinson College onboarding portal. At the top is a red navigation bar with the Dickinson logo and links for HOME, ABOUT US, ORIENTATION, ANNOUNCEMENTS, DOCUMENT LIBRARY, QUESTIONS, TASK LIST, and a Logout button. Below the navigation bar is a 'Home' section with a dark sidebar menu containing links for Message From Our President, Values, Our Culture, Why work for us?, Dickinson's Mission, and Human Resource Services Mission. The main content area features a banner with a photo of four diverse people and the text 'Congratulations and welcome Heather!'. Below the banner is a welcome message: 'Welcome to Dickinson College! As a new employee, you are now a member of our diverse community with renowned faculty and staff, inspired students, exceptional cultural programs, and successful athletic programs.' This is followed by a paragraph explaining the purpose of the website: 'This section of our website is designed to help you navigate our campus and acclimate yourself to your new environment. We feel strongly that the more you know about Dickinson College, the more you will benefit from being a part of our community.' Next is contact information: 'We are here to help if you have questions regarding the college. Please contact us at [hrrservices@dickinson.edu](mailto:hrrservices@dickinson.edu) or call our office 717-245-1503. Dickinson student employees should contact Heather Dunn at [dunnh@dickinson.edu](mailto:dunnh@dickinson.edu) or call her office at 717-254-8949.' This is followed by another welcome message: 'We are pleased that you have chosen to be a part of Dickinson College and look forward to your contributions to its success.' The final message is 'Again Welcome and Best Wishes!'. On the left side, there is a 'Task List' section showing 'Completed 0 of 2' and a task 'Complete I9 Form (section 1)' with a due date of '25 JUL 2019'. Below the task list is a 'Document' section.

Click the link for Complete I9 Form (Section 1) under 'Task List'

The following screen will appear. Please scroll down until you see the button for 'Form I9' Click the 'Form I9 button.

**Task: Complete I9 Form (section 1)**  
For: Heather Dunn / Form I-9 Only

**Dickinson College participates in E-Verify**

Newly hired employees must complete and sign Section 1 of the **Form I9** no later than the first day of employment.

Provide/verify the following information to complete Section 1:

- Name - provide your full legal last name, first name and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.
- Other names used - provide all other names used, if any (including maiden name). If you have no other legal names, write "N/A".
- Address - Please use your **home/permanent residence** (home address). Do not provide a post office box (PO Box).
- Date of Birth - provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1950 should be written as 01/23/1950.
- US Social Security Number - provide your 9-digit social security number. If you do not have a Social Security Number, please leave it blank. Providing your social security number is voluntary.
- Email Address and Telephone Number (optional) - you may provide your email address and telephone number. If you choose not to provide your email address and phone number please write "N/A".

All employees must attest in Section 1, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes on the form: **If you are currently studying at Dickinson and are here on a F1 or J1 VISA, please select Box #4 designating 'Alien Authorized to Work'.**

- A citizen of the United States
- A non citizen national of the United States - non citizen national of the US are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of non citizen national born abroad.
- A lawful permanent resident - a lawful permanent resident is any person who is not a US citizen and who resides in the US under legally recognized and lawfully recorded permanent residence as an immigrant.
- An alien authorized to work - if you are not a citizen or national of the US or a lawful permanent resident, but are authorized to work in the US, check this box. If you check the box, record the date that your employment expires and enter the required information. (i.e. **Alien Registration Number, Form I94 Admission Number, OR Foreign Passport Number and Country of Issuance.**  
1. This employment expiration date refers to the program end date listed on your Form I-20 or DS-2019.

Sign your name in the signature box and record the date you completed and signed Section 1.

**To fully complete this form, employees MUST present the Student Employment office with documentation, in person, that establishes your identity and employment authorization. Documentation must be brought in no later than the third day after beginning employment, although you may present the required documentation before this date. In order to complete this form, employees must bring the proper document(s) to the Student employment Office located in the HR Services Building located at 55 N. West St.**

For the Form I-9, you must present original, unexpired documents for employment verification. **This is a Federal requirement.**

- For Your Form I-9 you must provide proof of your identify and employment eligibility for Section 2 of the form. The documents that you present must be physically examined in order for that section to be completed. Please refer to the list of acceptable documents contained in the form that you may use for Section 2. You may present **either** (1) document from List A **or** if a List A document is not available, you may present (1) document from List B **AND** (1) document from List C. These documents must be original, unexpired documents **(no photos/copies/scans/faxes).**

The Student employment Office is located in the HR Services Building located at 55 N. West St.

**Form I-9**

Status: **Incomplete**  
Due Date: **7/25/2019**  
Assigned To: **Heather Dunn**

You must use the 'Save & Complete Task' task.

Complete the form as follows:

- Please use your **local US Address.**
- Complete all sections of the form.
- Name - provide your full legal last name, first name and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.
- Other names used - provide all other names used, if any (including maiden name). If you have no other legal names, write "N/A".
- Address - Please use your **Dickinson College Address (28 North College St.).**
- Apt. Number-Write N/A
- City or Town- Write Carlisle.
- State- Select PA (Pennsylvania)
- Zip Code-Write 17013.
- Date of Birth - provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1950 should be written as 01/23/1950.

- US Social Security Number - provide your 9-digit social security number. If you do not have a Social Security Number, please leave it blank. Providing your social security number is voluntary. If you do not provide a Social Security Number, a notification box will pop up with a warning, please click 'OK.' i
- Email Address and Telephone Number (optional) - you may provide your email address and telephone number. If you choose not to provide your email address and phone number please write "N/A".
- Under 'I attest, under penalty of perjury, that I am (check one of the following boxes):
- Select the appropriate box. **If you are currently studying at Dickinson and are here on a F1 or J1 VISA, please select Box #4 designating 'Alien Authorized to Work'.**
  - On that same line, enter your Authorized to work until Date. That date can be found on your DS-2019 or your Form I-20
    - On the DS-2019: Your Authorized to work until date is the same as your Program End Date. It is most likely something like 05/22/2023.
    - On the Form I20: Your Authorized to work until date is the same as your Program End Date in Program of Study Block of the form. It is most likely something like 05/22/2023.
    - Below that please complete the information that is required next to #1, 2 or 3. (enter the required information. (i.e. [Alien Registration Number](#), [Form I94 Admission Number](#), OR Foreign Passport Number and Country of Issuance.)
- Sign and date the form with the date you are completing the form.
- Under your signature, please check the box for 'I did not use a preparer or translator.'
- **DO NOTHING ELSE ON THIS FORM. Please go to the bottom of the page and select the button for 'Save and Complete Task.'**
- Dickinson will complete Section 2 of this form when you are on campus. For Section 2, please bring the original documents listed below as well as a photocopy.
  - Passport (photocopy of Passport page with your photo)
  - Form I-20 or DS-2019 (photocopy of Page #1)
  - Form I94. (You may print a copy of your Form I94 using the following link: <https://i94.cbp.dhs.gov/>)
    - You will need to complete your Form I 94 **after** you arrive in the United States. You will need to go to the following site (<https://i94.cbp.dhs.gov/>) and click on 'Get Most Recent I94". Then click 'Consent and Continue' and fill out your traveler information. After you complete the information, and you click 'Next, your I94 will appear and you should print it and maintain a copy for your records.

Questions regarding the completion of these forms should be directed to [stuemp@dickinson.edu](mailto:stuemp@dickinson.edu).