

## New Employees-Onboarding Portal Information

For students who have never worked on campus before, new hire paperwork will be completed online prior to starting employment.

Upon receiving a completed Payroll Contract, **OR** receiving an email with hiring details, the student will be entered into the Onboarding Portal. The student will receive an email with access to the onboarding system within 24 hours.

Student employment will send an email from the Onboarding portal to the student's Dickinson email address.

- The sender's email address is Dickinson College Onboarding <[RedCarpetMailer@silkroad.com](mailto:RedCarpetMailer@silkroad.com)>.
- The subject line will be 'Dickinson College Onboarding - Welcome and Important Employment Information'.
- The email contains basic instructions, a link to the portal and an individual Username and Password to access the system. **Please note:** the username and password are **not** your Dickinson Gateway username and password. Login credentials are unique and are contained in the onboarding email.

Example: Your first task is now available. Please login below to complete your first task.

Username: XXX.XXXX

Password: XXXXXX

Click [Dickinson Student Onboarding](#) to proceed.

Log in to the Onboarding portal to complete the first task. Task 1 is 'Verify and Update Your Personal Information.'

Task 1 will verify, correct, and add basic personal information. This information will be used to auto-populate other required online forms for personnel and payroll records.

**Students should use their home/permanent address, NOT their Dickinson address on all forms.**

After you 'Verify and Update your Personal Information', and save and complete Task 1, additional tasks will appear. Most forms will contain auto populated information. Complete required additional information. Sign and submit each form by Clicking the link at the bottom of each task for 'Save and Complete Task.' Required forms include:

1. The W4 form:

- Please use your home/permanent address. **Please note:** Year-end W-2 tax forms will be sent to the address listed on this form no later than January 30<sup>th</sup> each calendar year.
- The W4 form is completed to withhold the correct federal income tax from your pay. Allowances are no longer used for the redesigned Form W-4.
  - Instructions: The form is divided into 5 steps. **Please note:** Most students will only complete Step 1 (contains personal information) and Step 5 (sign and date the completed form). Students should Complete Steps 2 - 4 only if they apply. Doing so will make withholding more accurately match an individual's tax liability.
- Students who only complete Step 1 and Step 5 will have withholding allowances computed based on the filing status standard deduction and tax rates.

2. The Local Services Tax Exemption Form:
  - Please use your home/permanent address.
  - The LST Exemption Form is recommended for students who will earn less than \$12,000 per year. Any student earning less than \$12,000 per year will be exempt from paying the \$52 Local Services Tax. This form must be completed annually. Only one form needs to be completed annually, regardless of the number of jobs a student has on campus.
3. The Direct Deposit form:
  - For this form, the Banner/Student ID# is required. (This number begins with 900XXXXXX and is on your Dickinson Student ID Card).
  - As a condition of employment and to be paid, all student employees are required to enroll in direct deposit. The direct deposit form contains bank information including an ABA (routing number) and account number. Students can arrange for Direct Deposit to a home bank, or to a local account. It is not necessary for students to open a new account in the Carlisle area.
4. The Certificate of Residence Form. (Please use your home/permanent address.) If you are a Pennsylvania resident, and to ensure that your local income tax may be distributed to the correct taxing authorities, this form requires information regarding the township/municipality/school district where you permanently reside.
  - Section 1: Employee Information-Residence Location
    - **For PA residents**, [click here for a list of PSD codes](#). Please enter your 'Resident PSD Code' and the corresponding 'Total Resident EIT Rate' to complete the form.
    - **For Non-PA Residents** (anyone who lives outside of the state of PA), please enter the following: Resident PSD Code: 880000 and Total Resident EIT Rate: 1.0
  - Section 2: Employer Information-Employment Location. (Has already been completed, no further information is necessary.)
  - Section 3: Certification. (Sign and Date the Form)
5. The Form I-9
  - Please use your home/permanent address.
  - Newly hired employees must complete and sign Section 1 of the Form I9.
  - 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.
    - 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:
    - 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 your Alien Registration Number. This employment expiration date refers to the program end date listed on your Form I-20 or DS-2019. The Alien Registration number/USCIS number is the number in the top right-hand corner of your DS-2019 or I 20 that Begins with an 'N' (For example N0012345678.)
- Sign your name in the signature box and record the date you completed and signed Section 1.

Provide the necessary document(s) required to satisfy the Form I-9.

As part of the I9 requirements, and for Student Employment to complete Section 2 of the Form I9, employees must upload the required document(s) into the portal **AND** physically present original documentation that establishes both your identity and employment authorization. There are two steps to this process.

### **Step 1: Upload the required document(s) into the portal.**

- To upload your document(s), please use the link for 'Document Upload'. After you log in to the portal, the link appears on left side of your portal home page, underneath your Task List.

You must upload and present either one document from List A, **OR** a combination of one document from List B **AND** one document from List C before you may begin working and be paid. **Please review the [LIST OF ACCEPTABLE DOCUMENTS](#).**

### **Step 2: Physically present your document(s) for verification. (See options below.)**

After you have completed uploading the necessary document(s), you must physically present the document(s) for verification. Physical document(s) must be presented prior to starting employment, but no later than the third day after beginning employment. Depending on where you are located, there are two options of verification.,

- **Option 1, in person verification:** For in-person verification, please bring the **ORIGINAL** document(s) to the Student Employment office on or before the due date. **Only ORIGINAL document(s) are accepted for verification. Due to Federal Law, no photos, copies, scans, or faxes are accepted.** The student employment Office is in the HR Services Building located at 55 N. West St.
- **Option 2, 'Authorized Representative' verification:** Dickinson has designated 'Friend or Family Member' as an 'authorized representative' to act on our behalf and review documents in person. As part of this compliance, we ask that the Friend or family member complete the physical verification document confirmation form no later than 3 days from your start date.
  - Access the [on-line verification form](#).
  - Enter: Employee Name
  - Select an option from the first section – List A
  - Select an option from the second section – List B
  - Select an option from the third section – List C
  - Click on the box indicating 'I'm not a robot.'
  - Click on Next
  - Certify that you have examined the information requested by selecting 'Yes'.

- Enter: Friend or Family Member Name. (This is NOT your name, this the name of the friend or family member that is verifying the validity and authenticity of the document(s) provided.)
- Select Authorized Representative type.
- Click on Next.
- Review the submitted information and click on Submit Form.
- **Option 3, Video verification:** Schedule a video call with student employment to review the documents. You may conduct a live video interaction with the student employment office. Please reach out to [Student Employment](#) to schedule a time.