

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 the Student Employment office receiving a student's completed Payroll Contract, **OR** receiving an email with hiring details, the student will be entered into the Onboarding Portal, and will receive an email with access to the onboarding system within 24 hours.

Step 1: 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>.
- The subject line will be 'Dickinson College Onboarding - Welcome and Important Employment Information'.
- The email contains basic instructions, as well as the link to the Onboarding Portal and an individual Username and Password for access to the system. **Please note:** the username and password are not your Dickinson Gateway username and password. They 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.

Step 2: Students will log in to the Onboarding portal to complete Task 1. Task 1 is 'Verify and Update Your Personal Information.'

In this task, students will verify, correct, and add some basic personal information. This information will auto-populate other required online forms that will be used to create your personnel and payroll records.

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

Step 3: Once you 'Verify and Update your Personal Information', additional tasks will appear. Most of the forms will contain auto populated information. Complete any additional information, sign, and submit the forms. The forms are as follows:

1. The Certificate of Residence Form. (Please use your home/permanent address.)

If you are a Pennsylvania resident or will be residing in Pennsylvania while working at Dickinson, we need to know what township/municipality/school district you live in so that your local income tax may be distributed to the correct taxing authorities.

- 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
 - 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)
2. 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.

For direct deposit, each student must complete a direct deposit form, which contains bank information. The Student Payroll office will need bank account information and an ABA (routing number) for the direct deposit. 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.

3. The Local Services Tax Exemption Form:
- Please use your home/permanent address.
 - LST Exemption Form is recommended for students who will earn less than \$12,000 per year. If a student makes less than \$12,000 per year, they will be exempt from paying the \$52 Local Services Tax. This form is year-specific and must be completed annually. Only one form needs to be completed annually, regardless of the number of jobs you have on campus.
4. The W4 form:
- Please use your home/permanent address.
 - The W4 form is completed so that your employer can withhold the correct federal income tax from your pay. Allowances are no longer used for the redesigned Form W-4. This change is meant to increase transparency, simplicity, and accuracy of the form. In the past, the value of a withholding allowance was tied to the amount of the personal exemption. Due to changes in law, currently you cannot claim personal exemptions or dependency exemptions. Please use your permanent residence (home address) on this form as your W-2 will be sent in January to the address listed on this form.
 - Instructions:
 - The form is divided into 5 steps. The only two steps required for all employees are Step 1, where you enter personal information like your name and filing status, and Step 5, where you sign the form. Please note: Most students will only complete Step 1 and Step 5. Students should Complete Steps 2 - 4 only if they apply to you. Doing so will make your withholding more accurately match your liability.
 - When completing Step 1 and Step 5 only, your withholding will be computed based on your filing status's standard deduction and tax rates, with no other adjustments.

5. The Form I-9

- Please use your home/permanent address.
- Newly hired employees must complete and sign Section 1 of the Form I-9.
- 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.
 - 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.

Step 4: Provide your document(s) to satisfy the requirements of the Form I-9 to the Student Employmentoffice.

As part of the I9 requirements - to fully complete the form, you MUST physically present original documentation that establishes both your identity and employment authorization. You must present this documentation no later than the third day after beginning employment, although you may

present the required documentation before this date.

Please read and follow the below instructions carefully.

Please upload a copy of your ID through your onboarding portal utilizing the Document Upload section on the left side of your Home page, under your Task List. YOUR DOCUMENT(S) **MUST BE ORIGINAL and UNEXPIRED.** Please review the [LIST OF ACCEPTABLE DOCUMENTS.](#)

You must present either one document from List A (i.e. Passport or Passport Card) or, if you do not have a List A document, you must present one from List B (i.e. Driver's License, or Dickinson ID), **AND** one form list C (i.e. Social Security Card, Birth Certificate). **This is a Federal Requirement.**

After uploading, please proceed to option 1 or 2 below.

****Since our on-site office is not open for regular operations during the pandemic, there are two options of verification depending on your location.**

All physical document verifications must occur within three days of starting employment. Failure to complete the physical verification process within three days, will result in a suspension of employment and you will not be permitted to continue working until the physical verification of these documents has been completed. You may present any document(s) contained in the [List of Acceptable Documents.](#)

1. If you are in the Carlisle area, you may make an appointment to have your document(s) examined in person. Please email Student Employment at 'stuemp@dickinson.edu' to set up an appointment time no later than 3 days from your start date.
2. In addition, the documents must be verified in person, using any of the options listed below. The easiest option is to have a friend or family member verify that they have seen your documents and then have them complete the online verification form. (Information below). Thank you in advance for your cooperation.
 - An authorized I-9 processing agent through the [CUPA-HR I-9 Reciprocal Processing Consortium](#)
 - OR**
 - A Notary in your local area
 - OR**
 - **Friend or family member**

For the first 2 options (reciprocal school OR notary), please complete Section 1 of the I9 Form in your onboarding portal, print the form and take that, along with your documents, to the individual. As designated agents for the college, the above HR department or notary should verify that Section 1 of the form is completed prior to completing Section 2. They should complete and sign Section 2. If using a Notary Public, the Notarial seal should be affixed on the I9 form. **The I9 form, along with a copy of the document(s) presented should be faxed to our office at 717-245-1785 as soon as the form is completed.** The original I9 form should be sent to or dropped off at our office as soon as possible thereafter.

For the Family or Friend option, please upload a copy of your ID through your onboarding portal utilizing the Document Upload section on the left side of your Home page, under your Task List. You must physically show the required documentation that you uploaded to the friend or family member as a designated agent for the college. The friend or family member should complete each step below to successfully submit the verification form. They do NOT need to complete anything on the actual I9 Form. *Please Note: The Friend or Family member should complete the form below.

Instructions for Authorized Representative (Friend or Family Member)

The employee must physically show you the required documentation as noted above. Once you have the documents, please proceed to the verification process outlined below.

1. Access the [on-line verification form](#)
2. Enter Employee Name
3. Select an option from the first section – List A
4. Select an option from the second section – List B
5. Select an option from the third section – List C
6. Click on the box indicating 'I'm not a robot'
7. Click on Next
8. Certify that you have examined the information requested by selecting Yes
9. Enter your name
10. Select Authorized Representative type
11. Click on Next
12. Review the submitted information and click on Submit Form

Thank you!

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