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.
  - 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.

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
   a. Please use your home/permanent address.

2. The Direct Deposit form:
   a. For this form, the Banner/Student ID# is required. (This number begins with 900XXXXXXX and is on your Dickinson Student ID Card).
   b. 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:
   a. Please use your home/permanent address.
   b. 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:
   a. Please use your home/permanent address.
   b. The W4 form is an Employee’s Withholding Allowance Certificate. It is the IRS form that determines how much Federal Withholding Taxes will be deducted from an employee’s paycheck. 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.
   c. The amount of taxes taken out is decided by the total number of allowances you claim on line five.
      i. By placing a “0” on line 5, you are indicating that you want the most amount of tax taken out of your pay each pay period.
      ii. If you wish to claim 1 for yourself instead, then less tax is taken out of your pay each pay period.
      iii. The higher the number of allowances, the less tax taken out of your pay each pay period.
      iv. If you claim exempt, you must refile every year

5. The Form I-9
   a. Please use your home/permanent address.
   b. Newly hired employees must complete and sign Section 1 of the Form I9.
   c. Provide/verify the following information to complete Section 1:
      i. 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.
      ii. Other names used - provide all other names used, if any (including maiden name). If you have no other legal names, write "N/A".
      iii. Address - Please use your home/permanent residence (home address). Do not provide a post office box (PO Box).
      iv. 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.
      v. 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".

d. 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.
   
i. A citizen of the United States
   
   ii. 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.
   
   iii. 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.
   
   iv. 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.)

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

Step 4: Bring your document(s) to satisfy the requirements of the Form I-9 to the Student Employment office.

1. In order for Student Employment to complete Section 2 of the Form I-9, employees MUST present the Student Employment office with documentation, in person, that establishes both 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. Employees should come to the Student Employment office on or before the due date with the proper identification in order to complete this form.

2. THE DOCUMENT(S) YOU PRESENT MUST BE ORIGINAL DOCUMENTS (NO FAXES, SCANS, PHOTOCOPIES, PICTURES). Please review the LIST OF ACCEPTABLE DOCUMENTS.

   You must present either one document form 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 or Birth Certificate). Again, the documents you present MUST be the original document(s), no copies, scans or faxes. This is a Federal Requirement.

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

Next Steps. To be completed by the Student Employment and Student Payroll offices.
1. Student Employment will enter the Payroll Contract into the payroll system within 48 hours of receipt.

2. Student Payroll will confirm hiring details and apply the payroll record in Banner so that the student may be paid.
   a. The result will be the creation of a Banner Web Time Entry timesheet for the student.