Getting Paid for Radiology Triage

1. If you have never worked for Dartmouth College before
   a. Go to the Dartmouth Student Employment Office at 7 Lebanon St., Suite 309, Hanover, NH or [http://www.dartmouth.edu/~seo/student/getpaid.html](http://www.dartmouth.edu/~seo/student/getpaid.html)
   b. Complete I-9, W4, and direct deposit forms

2. Complete and sign Dartmouth student timesheet every pay period that you work a shift (Dartmouth College operates on 2 week pay period blocks)
   a. Payroll schedules and timesheets are available in the MSRTP Google Docs folder under Dartmouth Student Employment
   b. Deposit completed timesheets in Karen Ness’ box (in the Radiology administrative offices)
   c. Checks will be mailed to your Hinman Box or directly deposited into your bank account if you sign up for direct deposit
   d. It is your responsibility to confirm that you are being paid appropriately; contact Karen Ness (653-0596) within the Department of Radiology with any questions/concerns re: paychecks