

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>
 - 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