

Department of Administration

Cover Sheet for New Temp Employees'  
Enrollment Forms

Name:	Organization No.:
Agency:	Position Number:
Effective Date:	Classification:

Documents attached:

Items 1 through 7 must be remitted to Department of Administration Central Payroll Department:

1. Form I-9; Eligibility Verification Form with copy of supporting documentation
2. Equal Employment Survey Questionnaire
3. Form W-4; Employee's Withholding Allowance Certificate
4. Form WV/IT-104; WV Employee's Withholding Exemption Certificate
5. Emergency Contact Form
6. Payroll Direct Deposit Form (attach voided check if enrolling) or Pay Card
7. WV State Building Commission – Parking Acceptance and Payroll Deduction Authority

Items 8 through 13 shall be retained by the Agency:

8. DOA Policy on *Confidentiality Agreement* – DOA-P5 with Acknowledgement Form
9. Office of Technology Policy on *Information Security*
10. Division of Personnel's Policy on *Smoking Restrictions in the Workplace*
11. Division of Personnel's Policy on *Drug- and Alcohol-Free Workplace* with Certification Form
12. Division of Personnel's Policy on *Workplace Security* with Employee Acknowledgement Form
13. Division of Personnel's Interpretive Bulletin for *Prohibited Workplace Harassment*

Please return to the Payroll office in the Department of Administration item's 1- 13 and return the original acknowledgement/certification forms. Also, send the original application and any other documents used in the hiring process.

If you have any questions, please contact Lena Pannell in the Payroll office at (304) 558-3438 or Kaye Parks at (304) 558-3482.