

## Department of Administration

### Checklist for Temporary Employee

Name:	Effective Date:
Agency:	Department Number:
City User Fee: Y or N	

#### Requires Ink Signature:

- Form I-9 Employee Information
- Form I-9; Employer Verification
- Copy of supporting documentation ID(s) for I-9
- Form W-4; Federal Tax Withholding Form
- Form WV/IT-104; State Tax Withholding Form
- Payroll Direct Deposit Form OR Pay Card Request Form (attach voided check or bank documentation verifying account and bank routing numbers)
- Parking Form (only needed if parking on the Capitol complex)
- Emergency Contact Form
  
- Policies** (*Return signature page only*)
- DOP Drug and Alcohol Free Workplace Policy Acknowledgement Form
- DOP Prohibited Workplace Harassment Policy Acknowledgement Form
- DOP Workplace Security Policy Acknowledgement Form
- DOP Workplace Security Policy – Capitol Complex Acknowledgement Form
- DOP Smoking Restrictions in the Workplace Policy Acknowledgement Form
- OT Information Security Policy Acknowledgement Form
- DOA Confidentiality Agreement Acknowledgement Form
- DOA Employee Handbook Acknowledgement Form
- Fleet Policy Acknowledgement Form
- Employee Conduct Expectations Acknowledgment Form

#### Retirement Benefit (Optional)

- WV Retirement Plus (Optional. Return form declining participation if not enrolling)
- WV Retirement Plus Beneficiary (Complete if enrolling)

- Temporary employees transferring from another agency do not need to complete tax forms or direct deposit form unless making changes.