

**Department of Administration**  
**Checklist for New Full Time Employee**

|         |                                     |
|---------|-------------------------------------|
| Name:   | Effective Date:                     |
| Agency: | Department #: 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)
- Employee Prior State Declaration (provide any prior State service)
- 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

**Complete PEIA Online:**

**Peia.wv.gov Manage My Benefits**

- PEIA Health Benefits Enrollment Form
- PEIA Basic Life Insurance Enrollment Form
- PEIA Optional Life Insurance Enrollment Form (Optional. Also, return form if declining participation as indicated on form)  
Marriage Certificate/Birth Certificates (if covering spouse/dependents to insurance)

**Mybenefits.metlife.com**

- Beneficiary information for basic life and optional life insurance coverages

**Mountaineer Flexible Benefits (Dental, Vision...)**

- FBMC Enrollment Form (Optional. Return form indicating declining coverage if not enrolling)
- Marriage Certificate/Birth Certificates (if covering spouse/dependents to insurance)

**Retirement Benefits**

- Public Employees Retirement System Enrollment Form
- Public Employees Retirement System Beneficiary Designation Form
- WV Retirement Plus (Optional. Return form declining participation if not enrolling)
- WV Retirement Plus Beneficiary (complete if enrolling)

**Smart529 Education Savings Program** available. Please see flyer for additional information.