

Fairmont State University

Student Employment Checklist for New Hires

- I-9 Employment Verification Form
Section 1 – required to be fully completed in blue or black pen
- Social Security Card (Required)
- Photo Identification (e.g. Driver’s License, Gov’t Issued ID... see list of acceptable documents. Name on ID must match Social Security Card)
(International Students: Social Security Card & Passport)
- Completed and signed W-4 Federal Withholding Form
- State Tax Form for WV (PA included) or bordering States (VA, KY, OH, MD) *If you are a resident of any bordering state (except PA) you must complete the appropriate tax form*
- Payroll Direct Deposit Set up Form
Please provide the following:
 - Voided check (No starter checks)
OR
 - Letter from Bank including your name, address, your account # & routing # on Bank letterhead
- Street Maintenance Exemption Claim
Please provide with:
 - Letter from Housing & Residence Life (On-Campus Student)
OR
 - City of Fairmont Water Bill Copy (Off-Campus Student)

**Once you have received an email from the Payroll Office, please complete the following steps:

1. Set-up the required MyApps account at www.wvsao.gov. However, you will not be able to create the MyApps account until processed in OASIS, which can take 7-10 days.
2. After creating your MyApps account, you will need to visit the Help Desk on the first floor of the library to set up your fingerprinting for UKG (KRONOS). Please bring your OASIS number with you. UKG (KRONOS) allows you to clock your hours worked.

If you have any questions, please contact:

Miwa Edwards
Student Employment Advisor
Financial Aid Services
Room 303 F Turley Center
Phone: (304) 367-4836

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Email: medwards@fairmontstate.edu