Hiring Manager Check List for New Hires
(Temporary Appointments, Students, Adjunct Faculty)

Requisition/Action#: _____________________________________________

Hiring Manager: ________________________________________________

Campus Extension#: ______________________ Department: _____________

Please use this check list as a cover sheet for forwarding the following completed documents to the Payroll Office, 324 Hardway Hall.

√ I-9 - Employment Eligibility Verification Form (example attached)
   Section 1 – Required to be fully completed by the employee on or before the employee begins work.
   Section 2 – Required to be fully completed within 3 business days of the first day of work. Either 1 original document from List A or one document from List B and one document from List C.
* Original documents must be presented (copies/faxes are not acceptable).
* Remote Hiring: I-9 may be completed by a Notary with instructions via phone from the employer.

√ Social Security Card - required
   SS card is required for employment by the State of WV for wage and tax reporting purposes. Photocopies/faxes are not acceptable.
   Name on SSN card must match the name on the driver’s license. A receipt from the Social Security Office with the employee’s name and SS number is valid for 90 days only.

√ W-4 Federal Withholding Form – completed and signed

√ IT-104 WV State Tax Withholding Form- completed and signed

√ Direct Deposit Authorization Form with attached voided check or deposit

** Employees cannot work without the fully completed documents.

WV Higher Education Retirement Programs (see attached information)
   - All employees are eligible to contribute to a 403(b) or 457(b) plan
   - Contact Colleen Roberts, Benefits Office, 367-4113

Arrears Pay: All new employees hired after July 1, 2002 will be paid one pay period in arrears.

1-1-2010