

Payroll New Hire Checklist

WV Division of Administrative Services
1124 Smith Street, Suite 2100
Charleston, WV 25301
phone: (304) 558-2350
fax: (304) 558-4878

Please check New or Rehire and Temp or Perm	
New Hire	
Rehire	
Temp	
Permanent	

Submit this Cover Sheet along with the forms listed below to the DAS HR Request Form

Employee Name		Oasis ID#	
Facility		Hire / Rehire Date	

		Check One		
Direct Deposit / Pay Card	Direct Deposit (Setup)		Oasis Document # for Direct Deposit Setup: (NPD)	(NPD)*
	Direct Deposit (Change)		Oasis Document # for Direct Deposit Change: (NPD)	(NPD)*
	Pay Card		Faxed to Auditor's Epay Section (304) 340-5084	

TAXES	STATE TAX (check one)						FEDERAL TAX FORM	
	<i>If not WV, Certificate of Non-Residence must also be completed</i>						W-4	
	WV	KY	MD	OH	PA (no tax form)	VA	Received:	
Oasis Document # for Taxes: (TAX)*								

CITY USER FEES			
Charleston User Fee (UFCHS)	Check Box if Employee works in the city limits of <u>CHARLESTON</u>		(MISC)*
Fairmont User Fee (UFFRM)	Check Box if Employee works in the city limits of <u>FAIRMONT</u>		(MISC)*
Huntington User Fee (UFHUN)	Check Box if Employee works in the city limits of <u>HUNTINGTON</u>		(MISC)*
Morgantown User Fee (UFMGT)	Check Box if Employee works in the city limits of <u>MORGANTOWN</u>		(MISC)*
Parkersburg User Fee (UFPKB)	Check Box if Employee works in the city limits of <u>PARKERSBURG</u>		(MISC)*
Wheeling User Fee (UFWHL)	Check Box if Employee works in the city limits of <u>WHEELING</u>		(MISC)*

Required Payroll Forms

Prior to sending to DAS for processing, please review the forms below for errors, missing information and against Oasis to ensure name spelling, address(es) and social security number are correct.

Employee Personnel Information Form	
Oasis Direct Deposit or Paycard Form	
Federal Tax Form - W-4	
WV State Tax Form - WV/IT-104 (if employee lives in West Virginia)	
If Employee <u>does not</u> live in WV, State Tax form for Kentucky, Maryland, Ohio or Virginia (PA does not have one) must also include WV Certificate of Non-Residence if State Tax is not WV	