




REQUIRED FORMS FOR NEW EMPLOYEES TO COMPLETE

Special Instructions:

As you click on the various links throughout the document, you will be prompted to take additional steps for those that are Word documents.

Please take the following actions:

- Click “Open”
- At this point, you may be asked to click on the flashing *Word icon*  which will appear at the bottom of your screen.
- Click “View”
- Click “Edit Document”

FORM

SUBMIT TO

[Certificate of Completion](#) – New Employee Orientation Training Program

Human Resources / Supervisor

[Certificate of Completion](#) – Internet Access Training

Information Technology Unit – 3rd floor

[Certificate of Completion](#) – Security for Mobile Computing and Storage Devices

Information Technology Unit – 3rd floor

[Certificate of Completion](#) – Ethics Training

Human Resources / Supervisor

[Certificate of Completion](#) – Domestic Violence Training

Human Resources / Supervisor

[Non-Disclosure and Standard of Conduct Form](#)

Human Resources / Supervisor

[State of CT Policy on Records Retention – Acknowledgement of Receipt](#)

Human Resources / Supervisor

01/19/2023

01192023ReqFormsNewEmp

[Employment Eligibility Verification Form \(I-9\)](#)

Human Resources / Supervisor

[Emergency Contact and Name & Address Change Form](#)

Human Resources – 2nd Floor

[Disability, Reporting of](#)

[Picture Identification, Electronic Access Card-Key & Parking Hang-Tag Request Form](#)

Human Resources / Supervisor

[Special Needs \(if applicable\)](#)

Human Resources – 2nd Floor

[Flex Time Request form \(if applicable\)](#)

Human Resources / Supervisor

[Form CO-931 – Designation of Retirement Plan Election Form](#)

Human Resources / Supervisor

[Form CO-999 – Designation of Retirement Plan Beneficiary Form](#)

Human Resources / Supervisor

[Form CO-991 – Retirement Credit Purchase Request for Miscellaneous Services](#)

Human Resources / Supervisor

[Form W-4 \(if applicable\)](#)

Human Resources / Supervisor

[Form CT W-4 \(if applicable\)](#)

Human Resources / Supervisor

[Direct Deposit Authorization and Input \(if applicable\)](#)

Human Resources / Supervisor

[Health Enhancement Program Enrollment \(if applicable\)](#)

Human Resources / Supervisor

[Retiree Health Fund Enrollment \(new hires only\)](#)

Human Resources / Supervisor