




## 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”

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### **FORM**

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

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

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

[Certificate of Completion](#) – Ethics Training

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

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

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

### **SUBMIT TO**

Human Resources / Supervisor

Information Technology Unit – 3<sup>rd</sup> floor

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Human Resources / Supervisor

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08/08/2023

08082023ReqFormsNewEmp

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

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

[Disability, Reporting of](#)

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

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

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

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

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

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

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

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

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

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

Human Resources / Supervisor

Human Resources – 2<sup>nd</sup> Floor

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