




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 – 3 rd floor
Certificate of Completion – Security for Mobile Computing and Storage Devices	Information Technology Unit – 3 rd floor
Certificate of Completion – Ethics 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

<u>Employment Eligibility Verification Form (I-9)</u>	
<u>Emergency Contact and Name & Address Change Form</u>	Human Resources / Supervisor
<u>Disability, Reporting of</u>	Human Resources – 2 nd Floor
<u>Picture Identification, Electronic Access Card-Key & Parking Hang-Tag Request Form</u>	Human Resources / Supervisor
<u>Special Needs (if applicable)</u>	Human Resources – 2 nd Floor
<u>Flex Time Request form (if applicable)</u>	Human Resources / Supervisor
<u>Form CO-931 – Designation of Retirement Plan Election Form</u>	Human Resources / Supervisor
<u>Form CO-999 – Designation of Retirement Plan Beneficiary Form</u>	Human Resources / Supervisor
<u>Form CO-991 – Retirement Credit Purchase Request for Miscellaneous Services</u>	Human Resources / Supervisor
<u>Form W-4 (if applicable)</u>	Human Resources / Supervisor
<u>Form CT W-4 (if applicable)</u>	Human Resources / Supervisor
<u>Direct Deposit Authorization and Input (if applicable)</u>	Human Resources / Supervisor
<u>Health Enhancement Program Enrollment (if applicable)</u>	Human Resources / Supervisor
<u>Retiree Health Fund Enrollment (new hires only)</u>	Human Resources / Supervisor