OPM
Office of Policy and Management

New Employee Orientation Program

A MESSAGE FROM THE SECRETARY

Dear New Employee:

On behalf of the entire staff, welcome to the Office of Policy and Management (OPM)! We look forward to working with you and hope that your experience at OPM will be a rewarding one.

You have joined the Governor's staff agency, an agency that plays a central role in State government. As you will learn, the mission of OPM is to provide information and analysis that the Governor uses to formulate public policy goals for the State of Connecticut and assist State agencies and municipalities in implementing policy decisions on behalf of the people of Connecticut. To carry out our mission, we are organized into seven divisions: Budget and Financial Management, Criminal Justice Policy and Planning, Finance, Intergovernmental Policy, Labor Relations, Policy Development and Planning, and Administration. Whatever your position, we encourage you to learn all you can about OPM and the work we do.

A review of OPM's activities for last fiscal year is available in OPM's [Annual Report to the Governor](#).

Not only do we do important work here, we do it well. OPM staff members are some of the most talented and dedicated State employees we have had the privilege to work with. You will find that your coworkers' depth of knowledge is remarkable and we encourage you to take advantage of the human capital you will find here. In this way, you will become more quickly acquainted with OPM, its staff, and the resources and opportunities available to you.

The OPM Human Resources will be making arrangements for us to meet you soon.

With best wishes for your success,

Jeffrey R. Beckham,   Paul Potamianos,
Secretary   Deputy Secretary

Program Introduction

Your orientation program will include:

- ✓ Reading policies and procedures
- ✓ Participating in training
- ✓ Completing forms

Program Schedule

To facilitate completion of your orientation program, it is recommended that you complete certain tasks over a period of time:

- ✓ First day of your employment
- ✓ Within six months of your employment, and
- ✓ Within twelve months of your employment

Please scroll down to continue...

First Day of Employment

1) Complete the following forms and submit to the Human Resources Manager:

✓	[Employment Eligibility Verification (Form I-9) (fillable)](#)
	[Employment Eligibility Verification (Form I-9) (Paper version](#), in the event you cannot open the fillable version above)
✓	[Emergency Contact and Name & Address Change Form](#)
✓	[Disability, Reporting of](#)
✓	[Special Needs](#)
✓	[Picture Identification, Electronic Access Card-Key & Parking Hang-Tag Request Form](#) (see further instructions in # 9 below)

2) Read the [Acceptable Use of State Systems Policy](#) and the [Addendum](#) and then complete [Internet Access](#) and Security for [Mobile Computing and Storage Device training](#) in order to get access to the Internet and email.

   ➢ Upon completion of these trainings, submit the certificate of completion forms to the Information Technology Unit on the third floor.

3) Complete the [Ethics Training at the Office of State Ethics (OSE) website](#).
   ➢ Upon completing this training, submit the [certificate of completion form](#) to the Human Resources Unit.

4) Complete the [Domestic Violence Training which is available by clicking this link](#). Also review [this poster](#) which includes information about resources available to victims of domestic violence. Upon completion of the training, complete and submit the [certificate of completion form](#) to the Human Resources Unit.

5) Read Public Records Policy 05: [Disposition of Public Records](#).

   ➢ Upon completion of reading this policy, submit the [Records Retention Disposition Policy Acknowledgement](#) of Receipt form to the Human

Resources Unit.

6) If you are new to state service, review the [Employees Health Care Options Planner](#)
   - ➢ You will have 30 days from your date of hire to enroll in Benefits. Benefit enrollment is done electronically through our eBenefit module in Core-CT.
   The Benefits and Payroll Unit, Charese Bozeman, will be reaching out to you with instructions on how to enroll in eBenefits.

7) Review information on [Supplemental Benefits](#)
   - ➢ You may be subject to evidence of insurability guidelines if you do not sign up for certain insurance products when you are first eligible and decide to enroll later.

8) If you are new to state service you are a member of the Tier IV Retirement Plan; A summary of the Tier IV plan can be found on the Comptroller's website [Retiree Resources (ct.gov)](#), in the "YOUR RETIREMENT INFORMATION", "Tier IV" section.

9) Complete [Flex-time Request Form](#) and submit to your supervisor, if your hours will <u>not</u> be 8:00 a.m. to 5:00 p.m. Monday through Friday with one (1) unpaid hour for lunch.

10) Obtain photo identification:
    - ➢ Obtain signature of OPM's Human Resources Manager on the [Picture Identification, Electronic Access Card-Key & Parking Hang-Tag Request Form](#), and bring the approved form to the Department of Administrative Services (DAS), located in downtown Hartford, 450 Columbus Boulevard, to obtain your photo identification. Directions to their office can be found via [google maps](#). Please be sure to call DAS directly at (860) 713-5555 to make arrangements.

11) Complete [Designation of Retirement Plan Election Form](#) (Form CO-931) and submit to the Human Resources Unit. If you are new to state service complete the [Designation of Retirement Plan Beneficiary Form](#) (CO-999) and submit to the Human Resources unit.

12) If you are new to state service, complete [Retirement Credit Purchase Request for Prior Miscellaneous Services](#) (Form CO-991) and submit to the Human Resources Unit.

13) Complete and submit the following forms to the Benefits and Payroll Unit on the second floor, if you are new to state service or transferring from another state agency and want to make changes.

✓	[Employee's Withholding Allowance Certificate](#) (Form W-4) *Before you submit the W-4 Form be sure you have read this [W-4 Notice](#).*
✓	[Employee's Withholding Certificate](#) (Form CT W-4)
✓	[Direct Deposit Authorization and Input](#) (Form CO-1040)
✓	[Health Enhancement Enrollment Form](#) (Form CO-1314)

14) Complete Electronic Security Awareness Training.

   ➢ You will receive an e-mail inviting you to take this training.

15) Read [28 Policies and Procedures](#).

16) Upon completion of reading the required policies and procedures and fulfilling the required training requirements, please complete the applicable [forms included herein.](#)

Within *Six Months* of Employment

Complete the following training, which will be coordinated for you unless documentation can be provided that you have taken this training with a previous employer.

✓	Sexual Harassment Prevention
✓	Diversity in the Workplace
✓	Workplace Violence Prevention

Within Twelve Months of Employment

Complete the Lean 101 training, which will be coordinated for you unless documentation can be provided that you have taken this training with a previous employer.

At Your Convenience

After you complete your orientation and have been given credentials by IT that will enable you to access OPM's Sharepoint drive, you are encouraged to read other valuable information on the OPM Sharepoint drive, that can be accessed by opening the "OPM Shortcuts" Folder on your desktop.

In the OPM Sharepoint Drive you will find useful information including but not limited to the following:

- ✓ About OPM
- ✓ Accessing E-Mail from Outside of OPM
- ✓ Career Opportunities & Promotion
- ✓ Emergency Procedures

- ✓ Policies and Procedures
- ✓ Shuttle Bus Schedule
- ✓ Parking Information
- ✓ Parking Lot Map

- ✓ Timesheets:
  - ➢ Instructions for Electronic Timesheet System (Core-CT)
  - ➢ Timesheet Job Aids
  - ➢ Timesheet Codes
- ✓ Telephone Tutor

- ✓ 2022 Holiday and Check Dates
- ✓ 2023 Holiday and Check Dates
- ✓ Observance of Holidays - Current Year

Essential Contacts

Human Resources 2nd Floor Carolyn Kozak, Ext. 6324, Carolyn.kozak@ct.gov	Benefits and Payroll Unit 2nd Floor Charese Bozeman, Ext. 6309, Charese.bozeman@ct.gov
Information Systems Support **3rd Floor** **Available 7:30 a.m. – 4:30 p.m.** Jordan Hill, Ext. 6389, Jordan.hill@ct.gov Eric Jastremski, Ext. 6276, eric.jastremski@ct.gov Anthony Lockery, Ext. 6219, Anthony.lockery@ct.gov	*Good Luck!*