




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

Employment Eligibility Verification Form (I-9)	
Emergency Contact and Name & Address Change Form	Human Resources / Supervisor
Disability, Reporting of	Human Resources – 2 nd Floor
Picture Identification, Electronic Access Card-Key & Parking Hang-Tag Request Form	Human Resources / Supervisor
Special Needs (if applicable)	Human Resources – 2 nd 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