CONNECTICUT
Policy and Management

Forms Contained Within the Orientation
Submit All Completed Forms to Human Resources - 2nd Floor

Employment Eligibility Verification Form (I-9) expires 05/31/2027

OPM | Emergency Notification / Name Address Change Form

Reporting of Physical Disability (required to complete)

Evacuation Special Needs (if applicable)

Picture Identification, Electronic Access Card-Key & Parking Hang-Tag Request Form

Certificate of Completion - Internet Access Training

Certificate of Completion – Security for Mobile Computing and Storage Devices

Certificate of Completion – Ethics Training

Certificate of Completion – Understanding Domestic Violence & Resources Available Training

Records Retention and Disposition Policy – Acknowledgement of Receipt Form RC-001, rev. 12/2013

Form W-4 - Employee's Withholding Certificate (Federal) (Complete if you are new to state service or transferring from another state agency and want to make changes)

Form CT W-4 - Employee's Withholding Certificate rev. 12/2024 (Complete if you are new to state service or transferring from another state agency and want to make changes)

Direct Deposit Authorization and Input Form CO-1040, permalink (Complete if you are new to state service or transferring from another state agency and want to make changes)

Designation of Retirement Plan Election Form CO-931, permalink

Designation of Retirement Plan Beneficiary Form for Active/Inactive Members Form CO-999, permalink (Complete if new to state service or transferring from another state agency and want to make changes)

Application for Purchase of Retirement Service Credit Form CO-800, permalink (Complete if you are new to state service)

DAS Parking Application Guidelines

OPM Orientation Program - Certificate of Completion

Non-Disclosure and Standard of Conduct Form rev. 03/13/2025

OPM Employee Flextime Work Schedule Request Form (if applicable) rev. 11/07/2014

Health Enhancement Program Opt-Out Form CO-1316, permalink (Complete if applicable AND you are new to state service)