



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 eight divisions: Administration, Budget and Financial Management, Criminal Justice Policy and Planning, Data and Policy Analytics, Finance, Health and Human Services Policy and Planning, Intergovernmental Policy and Planning and Labor Relations. 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.

OPM Human Resources will be making arrangements for us to meet you soon. With best wishes for your success,

Jeffrey R. Beckham,
Secretary

Paul Potamianos,
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 one month of your employment

First Day of Employment

- 1) Complete the following forms and submit them to the Human Resources Unit:
 - ✓ [Employment Eligibility Verification](#) (Form I-9, fillable)
 - ✓ [OPM | Emergency Notification / Name Address Change Form](#)
 - ✓ [Reporting of Physical Disability](#) (Required to complete)
 - ✓ [Evacuation Special Needs](#) rev. 11/23
 - ✓ [Picture Identification, Electronic Access Card-Key & Parking Hang-Tag Request Form](#) (see instructions in #10 below)
- 2) Read the [Acceptable Use of State Systems Policy](#) and the [Addendum](#) and then complete the [Internet Access](#) and [Security for Mobile Computing and Storage Device](#) training in order to get access to the Internet and email.
 - Upon completion of the trainings, submit the certificate of completion forms to the Human Resources Unit.
- 3) Complete the [Ethics Training](#) on the Office of State Ethics (OSE) website.
 - Upon completing this training, submit the [certificate of completion](#) form to the Human Resources Unit.

- 4) Using headphones supplied to you, please complete the [Domestic Violence Training](#). 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 and Disposition Policy - Acknowledgement of Receipt](#) form to the Human Resources Unit.
- 6) Read these [Policies and Procedures](#). *Please note: Policies marked with an * will need to be read after you have logged into your work computer, as they are housed on OPM's SharePoint site.*
- 7) If you are new to state service or transferring from another state agency and want to make changes, complete and submit the following forms to the Benefits and Payroll Unit:
 - ✓ [Employee's Withholding Certificate \(Federal\)](#) (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 - permalink)
- 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](#), in the Retirement section, [SERS Tier IV » Office of the State Comptroller » State of Connecticut](#). A summary to the Tier IV retirement plan can be found [here](#), information on the State of CT Tier IV Plan can be found [here](#), information on the State of CT 457 Plan Information can be found [here](#), and information on 457 Online Enrollment can be found [here](#). Additionally, here is a [video](#) that will give you more information on the State of CT Retirement Purchase Process.
- 9) Complete the [Designation of Retirement Plan Election](#) (Form CO-931 - permalink) and submit it to the Human Resources Unit. If you are new to state service or transferring from another state agency and want to make changes, complete the [Designation of Retirement Plan Beneficiary Form for Active/Inactive Members](#) (Form CO-999, - permalink) and submit it to the Human Resources unit.

- 10) If you are new to state service, complete the [Application for Purchase of Retirement Service Credit](#) (Form CO-800 – permalink) and submit it to the Human Resources Unit.
- 11) Read, sign and return to HR the [DAS Parking Application Guidelines](#). To 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 165 Capitol Avenue, Hartford. Directions can be found via [Google maps](#). Please be sure to call (959) 867-6300 to make arrangements.
- 12) Upon completion of reading the required policies and procedures and fulfilling the required training requirements, please complete the [OPM Orientation Program - Certificate of Completion](#), the [Non-Disclosure and Standard of Conduct Form](#) and ensure you have completed all applicable [forms herein](#).
- 13) If your hours will not be 8:00 a.m. to 5:00 p.m. Monday through Friday with one (1) unpaid hour for lunch, complete the [OPM Employee Flextime Work Schedule Request Form](#) and submit it to your supervisor.
- 14) If you are new to state service, review the [New Hire Overview](#) and the [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.
- 15) 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.
- 16) You will receive an e-mail from BITS (Bureau of Information Technology Solutions) to complete Electronic Security Awareness training, which must be completed in a timely manner.
- 17) Union Contracts, Managerial Guide and Appointed Officials Handbook:
 - If you are a member of a bargaining unit, you can view your union contract here: [Office of Labor Relations Contracts](#)

- If you are a managerial employee, you can view the Managers Guide here: [DAS Managers Guide](#)
- If you are an appointed official, you can view the Handbook for Appointed Officials here: [Handbook for Appointed Officials](#)

Within One Month of Employment

You are required to complete the following mandatory trainings within your first month of employment, unless documentation can be provided that you have taken this training with a previous employer. Otherwise, these trainings will be emailed to you by the HR Unit. You will need to create a LinkedIn Learning account to access two of the three trainings. Separate instructions on how to create your account will also be emailed to you.

- ✓ [CHRO Sexual Harassment Prevention Training](#) (2-hours)
- ✓ LinkedIn Learning Workplace Diversity and Inclusion Training (3-hours)
- ✓ LinkedIn Learning Workplace Violence Prevention Training (1-hour)

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 email from Outside of OPM](#)
- ✓ [Benefits](#)
- ✓ [Building Info/Tenant Handbook](#)
- ✓ [Career Opportunities & Promotion](#)
- ✓ [DAS Managers Guide](#)
- ✓ [Emergency Procedures](#)
- ✓ [Handbook for Appointed Officials](#)
- ✓ [Office of Labor Relations Contracts](#)
- ✓ [Policies and Procedures](#)
- ✓ [Parking Information](#)
- ✓ [Parking Lot Map](#)
- ✓ Timesheets:
 - [Core-CT Navigation](#)
 - [Entering Time](#)
 - [Instructions for Electronic Timesheet System \(Core-CT\)](#)
 - [ePay Self-Service](#)
 - [Timesheet Codes](#)
- ✓ [Telephone \(Avaya\) User Info](#)
- ✓ [2025 Holiday and Check Dates](#)
- ✓ Observance of Holidays -
 - [Holiday---State-Employee-Observance-of-Holiday---2025.pdf](#)

Essential Contacts

Human Resources Unit

2nd Floor

Carolyn Kozak, Ext. 6324,
Carolyn.Kozak@ct.gov

Janna Fenwick, Ext. 6299,
Janna.Fenwick@ct.gov

Information Systems Support

3rd Floor

Available 7:30 a.m. – 4:30 p.m.

Jordan Hill, Ext. 6389,
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Anthony Lockery, Ext. 6219,
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Benefits and Payroll Unit

2nd Floor

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Good Luck!