

INSTRUCTIONS FOR COMPLETING A PER-5

This form is to be used by a DOT Unit to report **any** change in the status of one of its employee's hires, terminations, promotions, transfers, military leave, leave without pay in excess of 5 working days, suspension and reinstatement to the payroll.

In the case of promotion or transfer, the acquiring unit must complete the PER-5.

NOTE: For Commercial Motor Vehicle (CDL) Drivers, a copy of the PER-5 must also be sent to the DOT Safety Director, Newington.

After completing the form, you can save it with a new file name and location. For instructions on completing, saving and submitting the form, see the following page.

If you experience difficulty contact:

Dotcore.support@ct.gov – Technical assistance
Unit's HR Liaison - HR related questions
Dotcore.support@ct.gov – Form functionality

To fill in the form:

NOTE: If you are not sure what information is required in the field, simply place your mouse pointer in the field to display help text.

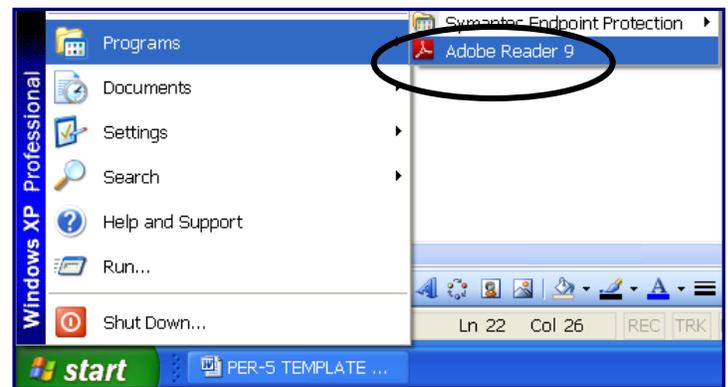
- Complete all required fields (these fields have an asterisk (*)).
[Click here to view a list of DeptID and HRMS Locations](#)
- Select Change Type
- Select all required Security roles and Additional Notifications
- Signature not required but date required
- Enter Section Head and District Unit Head Name and number
- Enter any necessary remarks

IMPORTANT! In order to save the form, you must at least have Adobe Reader version 9. If you do not have version 9 or higher of the Adobe Reader, please contact the DOT Help Desk at 594-3500 and request to have it installed on your computer.

To determine which version of Adobe Reader you have installed on your computer:

- Click the **Start button** and select **Programs**.

Confirm that you have **Adobe Reader 9** or higher.



To save the form with a new file name and location:

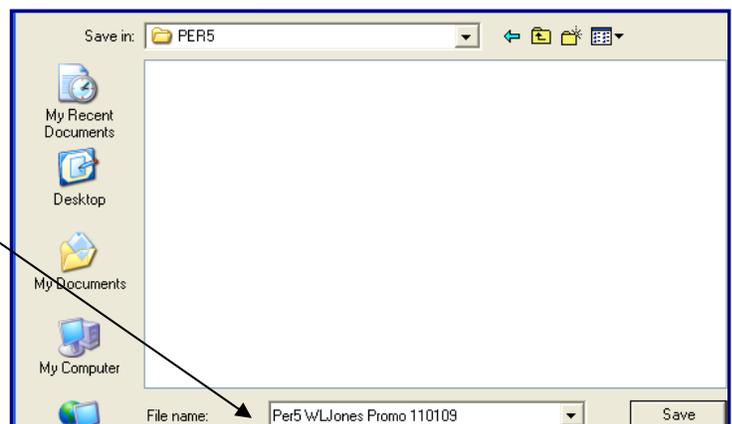
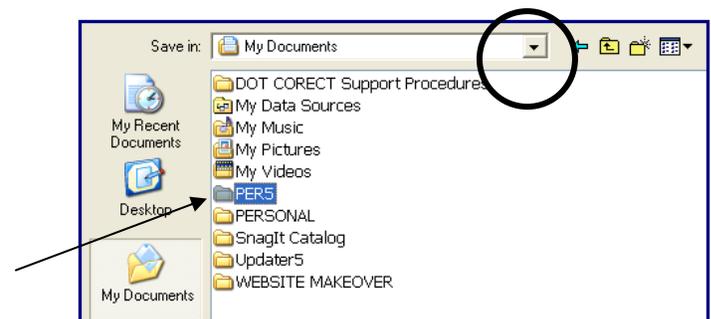
- Click the **Save icon**  on the toolbar.

The following window appears.

It is strongly recommended that you create a subfolder in the **My Documents** folder named **PER5**.

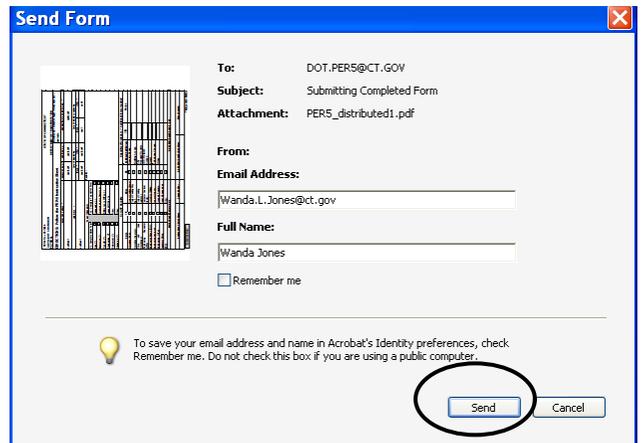
- Double-click to open the PER5 folder.
- Type the file name in the File name field and click **Save**.

The file is now saved in the folder as a **PDF**.



To submit the form:

- Click the **Submit by Email** button on the form.
- Enter your name and Email address and click **Send**.



Send Form

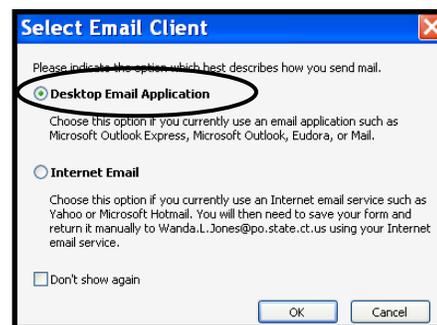
To: DOT.PER5@CT.GOV
Subject: Submitting Completed Form
Attachment: PER5_distributed1.pdf

From:
Email Address: Wanda.L.Jones@ct.gov
Full Name: Wanda Jones
 Remember me

To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer.

Send Cancel

Make sure that Desktop Email Application is selected.



Select Email Client

Please indicate the option which best describes how you send mail.

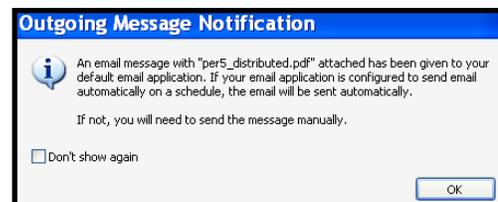
Desktop Email Application
Choose this option if you currently use an email application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail.

Internet Email
Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail. You will then need to save your form and return it manually to Wanda.L.Jones@po.state.ct.us using your Internet email service.

Don't show again

OK Cancel

- Click **OK** in the **Outgoing Message Notification** window to submit the form to the Per-5 team for processing.



Outgoing Message Notification

An email message with "per5_distributed.pdf" attached has been given to your default email application. If your email application is configured to send email automatically on a schedule, the email will be sent automatically.

If not, you will need to send the message manually.

Don't show again

OK

IMPORTANT: AFTER CLICKING OK THE FORM WILL BE *AUTOMATICALLY* SENT TO THE PER-5 TEAM FOR PROCESSING: DO NOT CLICK SUBMIT AGAIN OR MULTIPLE COPIES WILL BE SENT.