DOCUMENTS AND INFORMATION

TO BRING WITH YOU ON YOUR FIRST DAY OF EMPLOYMENT

The following is a listing of documents and/or information that maybe required to complete forms for Human Resources, Payroll, Retirement and Insurance(s) purposes. Please bring this information to your orientation. Please contact our office at 860-424-4985 if you have any questions.

**Original Documents Necessary to Process Paychecks.**

* Signed Social Security Card.
* Current Driver's License, valid photo ID and/or birth certificate

**Documents Necessary for Employment Eligibility Verification**

*See list of acceptable documents under the I-9 Form – Page 3:*

* Choose any List A document
or
* A combination of List B *and* List C documents

**Retirement and Life Insurance**

* DD214 - Military Discharge Papers (if applicable)
* Beneficiaries: Name(s) and Address(s)

 Date(s) of Birth

 Social Security Number(s)

**Health Insurance for Dependents *(Not required if an employee is transferring from another state Agency)***

* Spouse - Marriage Certificate
* Party to a Civil Union - Civil Union Certificate.
* Dependent Child up to age 26 if:
* Employee is a birth parent - dependent birth certificate & social security card.
* Employee is a legal guardian - documentation of Legal Guardianship & dependent social security card.
* Employee is an adoptive parent - adoption decree or dependent birth certificate and social security card.
* Employee is a step parent - dependent birth certificate and social security card and marriage certificate (if different last name).

**Previous State Employment**

* Agency Name
* Dates of Employment

**Direct Deposit (optional)**

* Voided Check

**EMT Certification Card (if applicable)**

**Educational Credentials:**

* Degree or Transcript(s)
* Certificate(s)

For Employees transferring or returning to State Service: Pay Stub (if available)

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