



New Employee Orientation Welcome to the CT Department of Labor

Welcome to the CT Department of Labor, we are excited to have you join our team!

The Department of Labor is committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this in an ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customer.

You will spend part of your first day meeting with our Human Resources and Payroll team going over benefits, forms and getting your documents together. Following New Hire Orientation, you can expect to meet with your direct manager/supervisor and get familiar with your unit.

We hope you are as thrilled as we are about your first day!
New Employee Orientation Forms are attached, please follow form instructions below.

Should you have questions prior to your start date, please contact your Human Resources Representative or email DOL.HR@ct.gov.

Form Instructions

1. Attached to this email are two (2) separate packets of forms. Fill out the required fields in the New Employee Orientation Packet. Please either print out the forms and bring them with you to orientation, or save copies and then email them to DOL.HR@ct.gov
2. Forms that require your signature will be printed and ready to be signed on your first day.

Before you start:

The New Employee Orientation Packet can be filled out using Adobe Reader. Please try your best to complete the fields in the forms.

We understand that you may not have all the information to complete each section of the forms. A HR representative will be present on your first day to assist you.

- Please take the time to read the policies below as you will sign off that you have received them as part of your orientation.
- Should you have any questions regarding policies, please bring them up on your first day.

On your first day:

- 1) Please bring your required I-9 documents. Please review a list of acceptable documents, [Form I-9 Acceptable Documents](#)
- 2) If you plan on enrolling dependents in health insurance: please bring a copy of your marriage license and birth certificates for each dependent.

Note about Benefits (Ctrl + Click to follow links):

New Hires to the state are generally members of the Tier IV retirement plan: [Retirement Information](#).

The SERS Tier IV plan is comprised of both a traditional Defined Benefit component and a new Defined Contribution component. Information about this plan can be found on the, [State of Connecticut Defined Contribution website](#) and in the Tier IV summary documents for both the Defined Benefit and Defined Contribution portions of the plan.

Deferred Compensation:

Permanent employees who work more than 20 hours a week are eligible for the state's deferred compensation plan. Through payroll deduction, you may set aside a portion of your taxable wages (prior to tax deferrals). The minimum contribution is \$20 per pay period. Obtain details by contacting Anthony Anzellotti at anthony.anzellotti@empower.com or 860-541-1785 or the general number at 1-844-505-7283. A representative from Empower will be meeting with you on your first day.

Medical and Dental Insurance Coverage:

Coverage becomes effective the first of the next month from your start date (ex. If you start September 12th, coverage will begin on October 1st). The Payroll Department will discuss medical benefits on your 1st day. Please look at the [State of Connecticut Employees Healthcare Planner \(7/1/2024 - 6/30/2025\)](#) to review plan options.

Payday:

The state issues salary payments every other Thursday. The checks must not be cashed until after 3 p.m. If you are enrolled in direct deposit, your check will be deposited on that Thursday at 9:00 a.m. You will receive payment for the work you performed during the pay period that ended two weeks prior to the date of the check. If you are a new employee, you should receive your first paycheck four weeks after your first workday, your first check will be a physical check and will be sent to your home address. You may elect to enroll in direct deposit however, this may take a few paychecks to initiate. If you separate from state service, you will receive your last salary payment two weeks following the end of the last pay period worked. You will receive a statement of earning attached to your paycheck.

General Employee Benefits and Information

As a State of Connecticut employee, you may be entitled to a host of benefits that are not only attractive, but also may be portable should your career bring you to other avenues of state service. From 13 paid holidays to accruing vacation time, being a State of Connecticut employee not only gives you the opportunity to make a difference in someone's life, but the time to enjoy your own. Listed below are just some of the benefits (Ctrl + Click to follow links) the State of Connecticut offers depending on the position you hold:

- [State of Connecticut Employee Benefits \(ct.gov\)](#)
- [General Employee Benefits \(ct.gov\) *](#)
- [Flexible Spending Benefit Accounts \(ct.gov\) **](#)
- [Link to Collective Bargaining Contracts ***](#)
- [State of Connecticut Employee Health Benefits Guide](#)
- [State of Connecticut Job Openings](#)
- [2025 State Holidays and Check Dates](#)
- [CT DOL Federal Credit Union](#)
- [CT State Employees Credit Union](#)
- [Employee Assistance Program](#)
- [Connecticut Higher Education Trust \(CHET\) | Fidelity](#)
- [Group Life Insurance for Employees of the State of CT](#)
- [Managers Guide \(ct.gov\)](#)
- [CT Paid Leave Authority \(PFMLA\)| Home | Official Site \(non-unionized employees only\)](#)

* If you have dependents that will be on your health insurance, please bring copies of applicable birth certificates/marriage license.

** Enrollment: Eligible employees working at least half time (0.50 FTE – Full Time Equivalent) can enroll in DCAP and MEDFLEX through TASC during one of the following periods:

- Within thirty-one (31) days of hire;
- Within thirty-one (31) days of a change in family status; or
- The annual open enrollment period.

*** Current contracts for state employee bargaining units in the executive branch.

Employees are encouraged to register for UKG - HR Service Delivery Knowledge Base Self-Service Portal, which is the statewide (digital) HR system.

The UKG website contains many useful forms, which not only allows on-line completion of some request forms, but also permits you to track these forms. This capability is currently available for leaves, but it is expected to be expanded to other forms in the future.

[Enrolling in the UKG HR Service Delivery Employee Knowledge Base Self-Service Portal](#)

Here is the link for the UKG Employee Portal: <https://ct.employee.us.people-doc.com/home>

Below is a link to “Adding or Updating an Email Address in CORE-CT”. You must have a valid email address already entered in the “System Profile” section of CORE-CT to register for UKG. Once you add or change your email address you must wait until the next day to create your UKG account.

[Adding or Updating an Email Address in CORE-CT](#)

Accrued Leave

Sick Leave:

Each employee shall accrue sick leave at the rate of one and one-quarter (1-1/4) days or the equivalent per completed calendar month of continuous full-time service (pro-rated, if part-time). You must work one full month before accruing sick leave.

Vacation:

You can use vacation time as it is accrued. If you are a full-time employee, a member of a bargaining unit, and hired on or after July 1, 1977, you accrue vacation leave at the following rate for each completed month of service (prorated, if part-time):

- 0-5 years of service: 1 day per month (12 days per year)
- 5-20 years: 1-1/4 days per month (15 days per year)
- 20 or more years: 1-2/3 days per month (20 days per year)

As a manager and confidential employees excluded from collective bargaining, you accrue vacation leave at the rate of 1-1/4 days per completed month of service or 15 days per year. After completing 10 years of service, on January 1 of each subsequent year you will receive one additional day for each year up to 5 days to the normal accrual.

Personal Leave:

In addition to annual vacation, each full-time **permanent** employee shall have three (3) days of personal leave of absence with pay in each calendar year. Personal Leave days not taken in a calendar year shall not be accumulated.

Please note, sick and vacation will not accrue for any calendar month in which an employee is on leave of absence without pay an aggregate of more than 5 days (40 working hours).

Holidays

The state grants 13 paid holidays per year to permanent, full-time employees: New Year’s Day, Martin Luther King’s Birthday, Lincoln’s Birthday, Washington’s Birthday, Good Friday, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day and Christmas Day. Intermittent employees must work the equivalent of six months (1044 hours) to be eligible for holiday pay.

We are pleased to have you as a member of the Department of Labor and look forward to a successful and beneficial association.