



UNITED STATES DISTRICT COURT

DISTRICT OF CONNECTICUT

450 Main Street
Hartford, CT 06103
Phone: 860.240.3200
Fax: 860.240.3211

141 Church Street
New Haven, CT 06510
Phone: 203.773.2140
Fax: 203.773.2334

915 Lafayette Boulevard
Bridgeport, CT 06604
Phone: 203.579.5861
Fax: 203.579.5867

Robin D. Tabora
Clerk

Dinah Milton Kinney
Chief Deputy Clerk

Jane R. Bauer
Operations Manager

Andrea Perce
Human Resources Manager

Christopher Newton
Information Technology Manager

Melissa Ruocco
Division Manager, Hartford

Bryan Blough
Division Manager, Bridgeport

New Employee Appointment

Welcome to the United States District Court, District of Connecticut!

This site contains all of the forms necessary to process your entry as a new employee. Additional reference materials and guides are also included to assist you in making informed decisions as to which health plan to choose, and whether or not you wish to participate in the Federal Employee's Life Insurance Program. Please review and fill out these forms to the best of your ability and bring them with you to your scheduled Human Resources orientation meeting. Please call to schedule your orientation with Human Resources at least one month in advance of your start date.

AO78, Application for Judicial Branch Federal Employment Appointment form: Must be completed as thoroughly and as soon as possible [dates must be specific - month, day and year especially for #16]. Please bring the completed form to your scheduled orientation appointment with Human Resources to avoid any issue with your processing.

I-9 Employment Eligibility Verification form: Please complete section 1 of the form. Bring this document along with the required identification as listed on page 2 to your orientation with HR.

SF 2809, Federal Employee Health Benefit Insurance form: Please complete Parts A, C, D (Event Code is 1A and Date of Event is your start date) and H. For information please refer to your welcome email. Please only submit one copy of the form.

Dental & Vision Benefits: Please visit www.benefeds.com as enrollment is completely web-based or you may call their customer service line at 877-888-3337 for more information.

SF 2817 Federal Employee Group Life Insurance (FEGLI) form: You are automatically enrolled in the basic plan (your salary rounded up to the next thousand plus two thousand dollars). The cost of the insurance is roughly \$0.150 for each \$1,000.00 of insurance (bi-weekly). You only need to complete this form if you want to opt out of the coverage or if you want to enroll in additional

coverage. For more information, please go to the following website www.gsa.gov. In the search bar enter SF 2817. Please only submit one copy of the form.

SF 2823, Designation of Beneficiary (FEGLI) form: If necessary, please complete the form and only submit one copy.

SF 1152, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee form: Please complete the form and only submit one copy.

SF 3102, Designation of Beneficiary (FERS) form: If necessary, please complete the form and only submit one copy.

SF 1199A, Direct Deposit form: Direct deposit is required. Please complete and have your financial institution complete sections 2 and 3.

CT or Other State Tax form: Please complete and return.

W4 Federal Tax form: Please complete and return.

Reminder: You are taxed for both the state you live in and work in. Please complete your tax forms and all paperwork using your correct address information.

Thrift Savings Plan (TSP): Information on the TSP which is the government's version of a 401K. Automatic enrollment will be implemented to immediately enable you to save three percent of your base pay without your need to complete an enrollment form. However, should you wish to increase your contribution or do not want to contribute at this time you will need to fill out a TSP-1 form. You may contribute up to \$18,000 of your salary per year. Employees who are 50 years old or older may contribute an additional \$6,000 per year by completing a TSP-1-C form. Government matching contributions will start immediately. Additionally, you may take any existing 401K or pre-tax account and roll it into the TSP. The TSP booklet and forms provide more information and you may also visit the TSP website at www.tsp.gov to learn about the various funds that are available to you.

Federal Employee's Retirement System (FERS): As a new employee, you will begin contributing 3.0 percent of your salary to FERS each pay period. Full information about our retirement system is available in the FERS booklet located on this site and at www.opm.gov.

Welcome to the Court family.