



DOCS, APPS, FORMS

SHARED DOCUMENTS

Shared Department Documents

(/cww/shared-department-documents)

Shared Department Applications

(/cww/shared-apps)

County Department Forms

(/cww/county-forms)

Department Intranets



> Finance Dept. and Benefits

(/cww/finance-intranet)

> Probation Intranet

(/cww/probation-intranet)

> Records Center (/cww/records-

center)

Installation Forms

(https://forms.westchestergov.com/index.php?

option=com\_chronoforms&chronoform=installationDoIT-

verify)

BUREAU OF PURCHASE AND SUPPLY



CONTRACT PORTAL



DEPARTMENT OF INFORMATION TECHNOLOGY



IT Policies for All County Employees

It is the responsibility of all County employees to review and adhere to the IT policies included in this folder: (https://cww.westchestergov.com/PersonnelDoc/Acceptable Computer Usage Policy/).

Security and Technology Use Policy

Policy and Guidelines for Safeguarding Sensitive Personally Identifiable Information (PII)

Social Media Policy

Graphics

Below is the 2015 revision of the Graphics Service Requisition form. Remember we are required to obtain a complete set of billing account codes for each job in advance of the start of the job. A completed form should be sent with each request. If you have any difficulty reading this file, contact pubreq@westchestercountyny.gov (mailto:pubreq@westchestercountyny.gov).

Graphics (Print and Web) Request Form



County Executive letterhead styles. Not to be edited.

CE Letterhead (Jan. 27, 2011)

CE Letterhead Landscape (Dec. 9, 2010)



(/cww/backtotop)

Approved county stationery

The three templates below can be customized for departments by highlighting the bogus information and typing in the correct information. However, font styles must not be changed in any way. In the letterhead, ONLY the county executive's name and title are in bold font.

Letterhead for departments (Jan. 27, 2011)

Letterhead with recycle logo (Jan, 6, 2010)

Memorandum (April 14, 2000)

IT Training Center Documents

Information Technology Training Center - How To's: Various HOW-TO documents created by the Information Technology Training Center. (Chrome browser access)

Documentation for both WebEx Meetings and the Microsoft Teams Meetings are subdirectories of the overall IT Training directory. You may use the "How To's" directory link and select the directory from the list or use the direct links below.

WebEx Meetings Documentation (Chrome browser access)

DEPARTMENT OF PUBLIC WORKS	▼
FINANCE DEPARTMENT	▼
HUMAN RESOURCES	▼
ONBASE HYLAND UNITY CLIENT DOCUMENTATION	▼
ONBASE WORKFLOW MANUALS	▼
RISK MANAGEMENT - FIRE SAFETY POLICIES	▼



**Contact the Help Desk**  
(mailto:helpdesk@westchestercounty.org)  
Send an e-mail or call (914) 995-5513 for any technical assistance.



**Speech-Activated Phone Directory**  
(/speech-activated-directory)  
If you need assistance in finding a phone number dial 995-TELE or 995-8353.



**Visit the Michaelian Office Building**  
(http://giswww.westchestergov.com, address=146 Martine Ave&city=White Plains&state=ny&zip=10601)  
MOB is located at 148 Martine Ave., White Plains, NY 10600.



**RFP Postings**  
(https://rfp.westchestergov.com/rfp/)



**Time and Leave System**  
(https://leaveinfo.westchestergov.com/leaveinfo/)



**Human Resources**  
(https://hrresources.westchestergov.com/hrresources/)



**CSEA**  
(http://www.csea20.org/)



**Update Outlook Info**  
(/cww/outlook-contact-information)



**Payroll Info**  
(https://payinfo.westchestergov.com/payinfo/)



**Employee Wellness**  
(https://www.westchestergov.com/employee-wellness)



**Other Employee Info**  
(https://payrates.westchestergov.com/employee-payrates/)



**Password Policy / Update**  
(/cww/network-password-policy-and-changes)



**Training Calendar**  
(https://hrcalendar.westchestergov.com/hrcalendar/)



**UMR** (https://www.umar.com/total-welfare-plan/)



**911 - County Meetings**  
(https://events.westchestergov.com/911-county-meetings/)



(/cww/backtotop)

[Home \(/cww/\)](#) | [Office of CE \(/cww/office-of-the-ce\)](#) | [More News \(/cww/more-news\)](#) | [Department Intranets \(/cww/departments?view=tabs&layout=accordion&tab=1\)](#) | [Terms of Use \(/cww/terms-of-use\)](#)

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148 Martine Avenue, White Plains, NY 10601

(914) 995-2000

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