

WORK INSTRUCTIONS:

- 1.1 Receive approved recommendation for hire.
- 1.2 Access and download applicant file to desktop from applicant tracking system and verify file contains required documents to include completed application, certification requirements, licensure assessments, transcripts, principal reference interviews (minimum 2), and principal recommendation for employment.
- 1.3 Make applicant inactive in applicant tracking system and close job posting.
- 1.4 Contact new employee by telephone to verify acceptance of recommended position and to schedule onboarding appointment. Confirm effective start date as requested by their supervisor. Request date of birth and social security number for fingerprinting and entering into data system. Communicate to educator that two emails will be sent with pre-hire onboarding documentation and to schedule their fingerprint/background check. Provide deadline for submission of document and completion of background check prior to onboarding appointment. Remind the employee to bring identification to onboarding.
- 1.5 Provide new hire information to verify clearance of DCS check, Abuse Registry and TN Sex Offender Registry
- 1.6 Reserve meeting room for in-processing (See Reserving Meeting Room Work Instructions)
- 1.7 Begin MUNIS Personnel Action (to obtain MUNIS #)
 - 1.7.1 Log into Munis app in Classlink. Enter your username you were provided in the first dialog box.
 - 1.7.2 Enter your password you were provided in the second dialog box.
 - 1.7.3 Once your username and password has been authenticated, the main application menu will be displayed.
 - 1.7.4 Click on Human Resources/Payroll. Choose A. Human Resource, then **D. Personnel Actions**, then **B. Actions Entry**.
 - 1.7.5 The **Personnel Action Entry** screen will be displayed.
 - 1.7.6 Select "+" to add the action.
 - 1.7.7 Click on "+1" to the right of the employee identification number field to obtain a Munis/Employee ID Number.
 - 1.7.8 Select Action Code "New Hire"
 - 1.7.9 Select *Reason/Auth*: "Replacement" or "New Position" as applicable
 - 1.7.10 Enter Effective Date
 - 1.7.11 Tab to Action Number. Enter "6" for all teachers



- 1.7.12 Tab to the *Comment* field: Enter note "Position *Control Number* Replacing" or "New Position"
- 1.7.13 Click on the Accept checkmark in upper left-hand corner this will advance you to the **Condensed Pending Masterfile – Main Tab**. Enter new employee SSN
- 1.7.14 Enter new employee name fields: *Last Name, First Name, M* (Middle Initial)
- 1.7.15 Select Primary Job Class from dropdown box (as listed on Grade/Subject and Position on Recommendation for Employment)
- 1.7.16 Select *Primary Location* from dropdown box as indicated for School on Recommendation for Employment
- 1.7.17 Select Primary Group/BU as "12C"
- 1.7.18 Select Pay Frequency as "Monthly"
- 1.7.19 Enter *Primary Org* and *Primary Object* fields as indicated in position control for the position
- 1.7.20 Select appropriate *Personnel Status* Status should be full-time unless indicated as part-time on the Recommendation for Employment
- 1.7.21 Select the Address Tab in the Condensed Pending Masterfile
- 1.7.22 Enter Address, City, State, Zip Code, and Home Phone of new hire from application
- 1.7.23 Enter CMCSS *E-Mail Address* with format:
- 1.7.24 Select *Supervisor* from dropdown box
- 1.7.25 Select the Demographics Tab in the Condensed Pending Masterfile
- 1.7.26 Select EEO Part/Full Time as indicated in Personnel Status
- 1.7.27 Select Dates Tab in the Condensed Pending Masterfile
- 1.7.28 Enter Birth Date
- 1.7.29 Enter *Hire Date* Should be the same as the Effective Date and Start Date as indicated on the Recommendation for Employment
- 1.7.30 Enter *Service Date* This is the last day of the reporting period prior to their start date as indicated on current year teacher calendar
- 1.7.31 Enter *Permanent Date* and *Retirement/Pension Date* These will be the same as the Hire Date
- 1.7.32 Enter *Include in Payroll After* date this will be the same as the Service Date
- 1.7.33 Click on the Accept checkmark in upper left-hand corner.



1.7.34 Close out screens by clicking on the "return' button until you return to the main screen.

Click on Detail tab. Select Employee Master Main and add work location on the main tab and original hire date on the dates tab.

Click on the Accept checkmark in upper left-hand corner to save. The remaining personnel data will be keyed after the in-processing appointment.

- 1.7.35 Add documents to scanning system and index by category into electronic employee file.
- 1.8 Send electronic onboarding email which includes: current policies, informative links, onboarding link to complete employee authorization forms and associated documents.
- 1.9 Verify that employee has completed onboarding forms by checking work que in electronic filing system.
- 1.10 Send notification of onboarding to current new teacher distribution list. Notification should include date, time, and location of meeting, new employee's name, MUNIS ID #, teaching location, grade/subject, effective date and TN Educator License Number.
- 1.11 Enter Employee information into ID Badge System.
- 1.12 Assemble new teacher CMCSS folder to include: Tent card with employee ID, email address, Certified Employee Representative business card, and Acceptance Letter. Additional documents that may be included: Temporary Position Letter, Teacher on Permit Acknowledgement (CER-F033), Kentucky Tax Form, Salary Placement Worksheet, Job Description and experience verifications forms. Provide two sets of copies of documents. One for employee signature to return and one for the employee's record.
- 1.13 Onboarding new teacher at appointed time:
 - 1.13.1 Verify ID's for Employment Eligibility Verification through electronic onboarding system.
 - 1.13.2 Take new teacher's photo and print CMCSS ID Badge.
 - 1.13.3 Present PowerPoint slides to review information that was previously provided in onboarding email. Highlight information that is provided in packet; Employee ID, employee email, teacher calendar, direct deposit notification, and acceptance letter.
 - 1.13.4 Collect signed acceptance letter and additional documents that may apply.
 - 1.13.5 Send a Salary Placement Notification email to the employee to provide the salary information, licensure guidance, onboarding information, and request any additional documents that are needed. File a copy of this email in the employee's personnel file.



End of Instruction