



*The PRN Staff position is a variable hour position with CMCSS, and PRN staff are not eligible for CMCSS benefits.*

## TO PROCESS PRN STAFF AT THE ONSITE EMPLOYEE HEALTH AND WELLNESS

- 1) Personal Data/Employee Health Certification form – If address or phone number should change, please submit changes to the Human Resources Department for your personnel file.
- 2) **Are you receiving a pension from TCRS?** \_\_\_\_\_ **If YES - you will need to contact the Benefits Department (931) 920-7929.**
- 3) Each PRN employee should sign the signature page (employee's signature) of the PRN employee job description, indicating that you have received a job description.
- 4) The current hourly pay for your PRN position is \$\_\_\_\_\_an hour with no benefits.
- 5) W-4 must be completed for payroll. Signature and today's date are also required.
- 6) I-9 form must be completed (SECTION 1 only). Proper identification for proof of identity and employment eligibility. *HR Department: E-VERIFY website for Initial Verification on \_\_\_\_\_.*
- 7) Identification badge will be made for each employee to wear while employed with CMCSS. This badge must be returned upon resignation/termination from the school district. Failure to return or properly account for unreturned items may result in a deduction from employee's final paycheck for the value of unreturned items.
- 8) Fingerprint/Background Investigation **When hired as a permanent employee, there will be two payroll deductions to cover the cost \$ \_\_\_\_\_.** Fingerprints cleared on \_\_\_\_\_
- 9) Direct Deposit form ([PAY-F006](#)). *Required by all employees effective June 1, 2002.*
- 10) PRN staffs are eligible to use Onsite Employee Health and Wellness clinic services. At the appointment you will be informed of the cost of treatment, some items could be payroll deducted. The cost of the Provider visit is waived.
- 11) The Employee Handbook is located under Employee Portal on our website at [www.cmcss.net](http://www.cmcss.net).
- 12) The Employee Safety Handbook is located on our website at [www.cmcss.net](http://www.cmcss.net).
- 13) **OJI Training** (RSK-F011) and **New Employee Annual Training** (HUM-F072) will be held on \_\_\_\_\_ at \_\_\_\_\_at the Central Services South Complex.
- 14) CMCSS Equipment/Uniform Loan Agreement (BUS-F012).
- 15) Contact Tiffany Hampton today to communicate that orientation has been completed.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date