

Sumner County Schools Quick Reference

Employee Self Service

<https://sumnerschoolstn.munisselfservice.com/login.aspx>

Username: first initial of *legal* first name, full legal last name & last four of SSN

Password: Last four of Social Security Number (SSN)

- ◇ Ex: Username - NSmith1244 – password - 1244
- ◇ Access your direct deposit stubs
- ◇ View time off accruals (Annual, Personal & Sick)
- ◇ Electronic W-2 Form

Information Changes

- ◇ Must submit changes to Human Resources, in writing, on the change form.
 - Name, Address, Telephone Number, Personal Email, Marital Status, Birth or Adoption of child
 - For name changes: A new social security card (or receipt) must be presented to Human Resources AND
 - You must change your name with the Tennessee Department of Education through TN Compass, *prior* to changing in HR
- ◇ Contact Jennifer Runion for further information:
- ◇ Ph: 615-451-5207 email: jennifer.runion@sumnerschools.org

Employee Email

- ◇ All employees are issued an email for school use.
 - Please note that all required training and benefit communications will be sent to this SCS email account.
 - User Name – firstname.lastname
 - Password – Ch@ngem3

Absences and Substitutes (Frontline)

- ◇ Absences must be entered into Frontline in order to get substitute coverage. Your school's bookkeeper or attendance clerk can assist you with any questions and other building specific procedures.
- ◇ Certified Staff must create and maintain Emergency Lesson Plans so that education continues while you are away from your classroom.
- ◇ Frontline Administrator – Kelly Vigil – 615-451-5220



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Public School Works Mandated Annual Training

- ◇ All new employees are required to complete this training within the first 30 days of employment and thereafter annually. A link will be sent to your SCS email account. You have 30 days from your start date to complete the courses.
- ◇ Online Training Topics include but are not limited to:
 - blood borne pathogens, suicide awareness, child abuse, Hep B
- ◇ Public School Works Login Credentials
 - Username: first initial, last name, Employee ID number
 - Password: Last four of Social Security Number
 - Ex: Username - jdoe9999 – Password - 9999

Workers Compensation

- ◇ All injuries must be **reported within 24 hours**
 - Report to Immediate Supervisor within 24 hours
 - Complete Documentation
 - Serious Injuries should be handled by the nearest ER
 - **All employees seeking medical attention must complete a post- accident drug test at the time of the medical treatment**
 - Failure to have all medical treatment authorized may result in denial of payment
 - Key Risk-Berkley Casualty Company (866) 687-0710

Family and Medical Leave (FMLA)

- ◇ Sumner County Schools complies with the Federal Family Medical Leave Act (FMLA) and the TCA Tennessee Medical Leave Act (TMLA)
 - grant 12 weeks (16 weeks for birth/adoption) of **unpaid, protected leave of absence** to qualified workers for certain medical and family-related reasons.
- ◇ Leave should be applied for after more than 3 consecutive days absent or intermittent/reduced schedule is required by a medical care provider.
 - There are requirements, qualifications, and exceptions under these laws. (each employee's situation is different)
- ◇ Employees may not take leave and work from home or work another job.
- ◇ Contact the Human Resources Department to discuss options for leave.
- ◇ FMLA Supervisor – Catrina Curd – 615-206-4035

