WCS Human Resource Employee Frequently Asked Questions

Can HR help me with my Benefits/Health Insurance?
- No, the benefits department is a separate entity from the Board of Education. Please contact the benefits office at 615-790-5600 or fax to 615-790-5876.

How do I become a Parent Volunteer?
- Parent Volunteers must complete an application and credibility agreement and be fingerprinted. HR will not contact you unless your prints are un-readable.
- Once you are on the parent volunteer list you stay on the list.
- It is the Principal of the schools responsibility to check that you are on the parent volunteer list before going on a field trip.
- Please be fingerprinted 2 weeks prior to your child field trip so HR can assure that you are on the list.

I have a question about my salary or discrepancies about my check?
- Please contact your payroll specialist in the budget and finance department.

I need to change my address/email address/phone number. What do I do?
- Employee Self Service (ESS) allows you to change your mailing address, email address (personal), phone number, change your W4, view your W2, and see all your pay stubs.
- You will not have access to ESS until your 2nd pay check.
- First time logging in?
  - User Name is the first letter of your first name followed by your last name and employee number.
    - For example, Terry Teague would get the user name “tteague4789” (Username is not case sensitive – however if your last name has a space in it you will need to enter it that way)
    - Your initial password is the last 4 digits of your social security number

Where do I find information about joining or applying for Sick Bank?
- Employees can join the Sick Bank within the first 30 days of their employment or during the open enrollment period each year which is August-October. For additional information educators refer to School Board Policy 5.302; classified employees refer to School Board Policy 5.3022. The applications for joining and for applying for Sick Bank days can be found under Employee Forms.

I will be off work 10 days or more due to personal illness, accident, or surgery and recovery or to provide long term or intermittent care for an immediate family member; what is the approval process?
- Refer to the Standard Operating Procedure for Long Term Leave of Absence and complete the necessary forms.

Where can I find information on Maternity/Paternity Leave?
- Read “What to Expect When You’re Expecting” and refer to the Standard Operating Procedure for Long Term Leave of Absence. Contact the Human Resources Department at 615-472-4055 should you have questions.
What do I do when I am injured on the job?
- Employees who are injured on the job should report the injury to their supervisor and Risk Management at 615-790-5466 within 8 hours. Additional information can be found with the Workman’s Compensation Forms.

I am nearing the year when I would like to retire, what should I do?
- Review the WCS retirement forms. After reading this information on the WCS website, you will also want to review the Tennessee Consolidated Retirement System (T CRS) information or you may call 1-800-770-8277. Also, you will probably want to contact the Williamson County Benefits Department for related information; or call benefits at 615-531-8506.
- All of this information will give you a great start to researching how to begin the retirement process and what forms to complete in preparation. When you make a decision regarding your retirement date, we recommend that you give notice three months prior to your retirement date. You may write your principal and copy HR on the letter or e-mail. The main document that HR will need is something official in writing announcing the effective date of your retirement for your personnel file. Once you complete the TCRS forms, the Payroll Department will complete the “employer information” section for you and submit the form to TCRS on your behalf.

I want to insure that I have adequately planned and saved for my retirement, what should I do?
- Review WCS Retirement Resources and consider consulting with a personal financial planner.

What is the process for submitting a transfer request?
If you area Classified employee requesting a transfer to a new location, new department, or even a new position
- Go to the www.wcs.edu website under careers, go to job vacancies and fill out a transfer request application (100-1).
- It will use your original application that is in munis.
- If you do not know your pin number you can request that it be sent to you or call HR we can access it for you (Only if you have an application in munis).
- Email the principal/supervisor of the location you would like to move to and the supervisor will go from there.
- If you are transferred the principal/supervisor will let HR know and we will change your file.

My teaching license is about to expire, how do I renew my license?
- If you have taught for at least five (5) years on your current license, you may renew your license by earning 90 renewal points and submitting the related documentation on line through the State Department of Education, Office of Teacher Licensing. The last opportunity for renewing a license via this method will be before August 1, 2015. After this date, all teaching licenses will be automatically renewed based upon a teacher’s TEAM performance data. For additional assistance regarding license renewal contact the Human Resources Department at 615-472-4055.
Who do I contact to get proof of employment for Public Higher Education Fee Discount for children of licensed public school teachers?
  - Contact Stefanie Jones.

Who do I contact to get proof of employment for the Williamson County Recreational Center discount?
  - Contact Traynace James.