

# PERSONNEL 3.0

## Employee Practices -- 3.7

### New Employees Reporting to Work -- 3.7.b

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#### **POLICY**

Approval from the Commissioner of Human Resources is required prior to notifying an appointee to report to work. In the event that an appointee is brought to work without proper approval, the person responsible for notifying the individual to report to work may be personally responsible for the payment of the appointee's salary.

#### **APPLICABILITY**

This policy applies to all supervisors in the Bureau of Health Services who are responsible for hiring personnel.

#### **PURPOSE**

To ensure proper certification of payrolls.

#### **PROCEDURE**

Once hiring approval has been received from the Department of Human Resources the prospective employee can be notified and a date to report to work can be established.

On the first day that a new employee reports to work, a **Personnel Request Form-3, PH-0078**, must be fully completed and submitted to the Bureau Office, Human Resources Division. Telephone notification will not be accepted. Until the Division of Human Resources receives this memo, the employee's PNF-201 form cannot be released to the Bureau of Administrative Services of the Department of Health which is necessary to ensure that the name of the new employee is placed on the payroll.

### **NECESSARY FORMS**

1. Request for Personnel Action (PNF-201), PR-0019
2. Personnel Request Form-3, PH-0078
3. Edison User Security Authorization Form, FA-1015

### **REFERENCE DOCUMENTS**

1. T.C.A. 8-30-216 (Certification of Payrolls)
2. Rules of the Tennessee Department of Human Resources, Chapter 1120-2-2-.17

### **OFFICE OF PRIMARY RESPONSIBILITY**

Human Resources Section, Bureau of Health Services, (615)741-7305