



Current and prospective PEMS CTS employees who wish to begin or continue to work PEMS CTS sites **must visit the PEMS Office, Monday through Friday, between the hours of 8:30 am and 4:30 pm, before November 10, 2018.** It is mandatory for all employees to update payroll records and sign the new position description(s) recently approved by the Board of Directors.

Current and prospective PEMS CTS employees must bring two forms of identification and a cancelled check for direct deposit information. No CTS employee will be paid until process is completed.

Contact Kevin Brophy, PEMS Business Manager, with any related questions.
804-693-6234