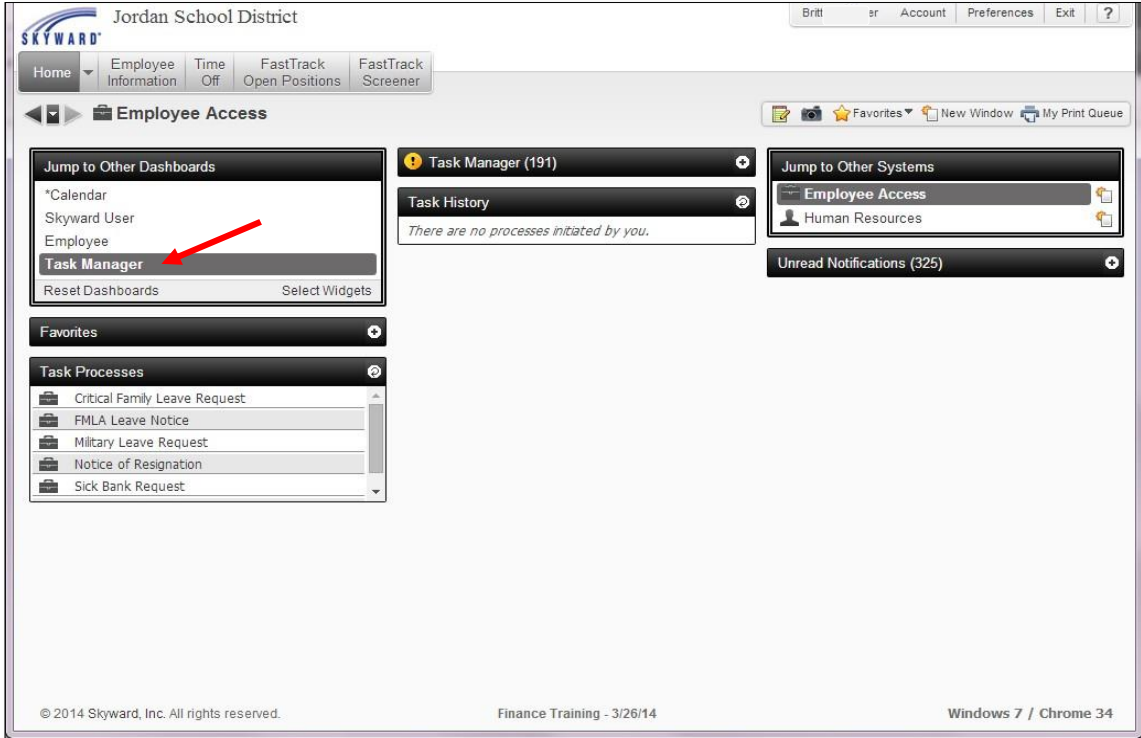
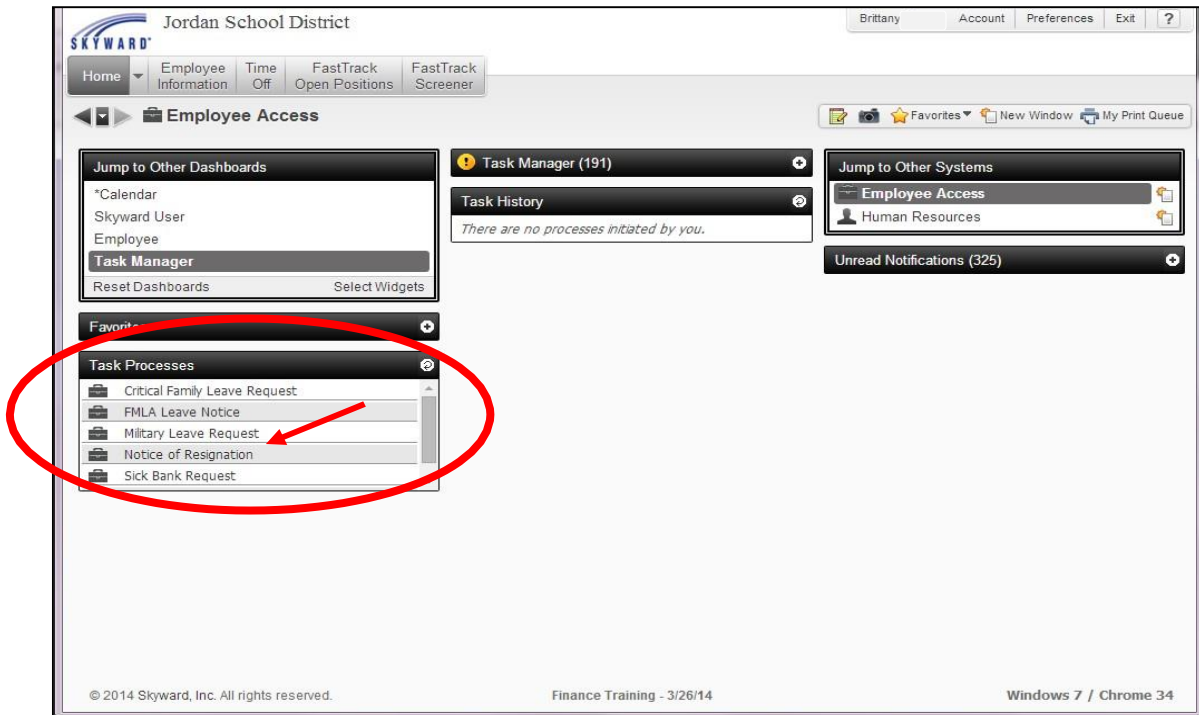


Resignation Tutorial

Log into your employee access. If you do not have access or remember your password, please call the helpdesk at 801-567-8737.



Under Task Processes, click Notice of Resignation (you may have to scroll down to see this).



Click on Open under the Custom Forms

TM Process: Notice of Resignation

Employee: INSTRUCTIONS: 1. Complete the form, click SAVE, click NEXT. 2. Ignore notes, click NEXT. 3. Ignore attachments, click NEXT. 4. Click SUBMIT NOTICE OF RESIGNATION.

1. General

Click the "Open" button and complete the Notice of Resignation form, then click the "Save" button.

Custom Forms			
Custom Profile	Notice of Resignation	Notice of Resignation	<input type="button" value="Open"/>

Notice of Resignation Entry

- 1. General
- 2. Notes
- 3. Attachments
- 4. Choose Next Task

Step 1 of 4

Process History

Fill in each section of the form.

Notice of Resignation

Name: Employee Type: Building Code:

It is your responsibility to notify your immediate supervisor of your resignation.

Retirement - All Eligible Employees (DP373) An employee must give notice of intent to retire at least thirty (30) days before the effective retirement date to the Human Resources Department to facilitate an appropriate time to hire a replacement for the position being vacated. Failure to do so will result in an ASSESSMENT OF \$500.00 and a letter of unprofessional conduct placed in the employee's personnel file. For Jordan School District, your last day of work is your retirement date. For Utah Retirement System, your retirement date is either the 1st or 16th of the month.

Resignation - Administration (DP318A) When requesting contract termination, licensed personnel must notify their immediate supervisor and the Human Resource Department with at least sixty (60) days notice. Failure to give such notice will result in an ASSESSMENT OF \$500.00 to be deducted from the last paycheck and may result in attachment of a letter that precludes future employment with the District.

Resignation - Licensed (DP318) When requesting contract termination, licensed personnel must give at least thirty (30) days notice. Failure to give such notice will result in an ASSESSMENT OF \$500.00 to be deducted from the last paycheck and may result in attachment of a letter that precludes future employment with the District.

Resignation - Classified (DP318B) Classified personnel shall be required to give two (2) weeks' notice of resignation to their principal or Department Director and the Human Resource Department except in the case of an immediate, verified medical reason or emergency.

Select the reason for resignation.

Resignation Reason:

If you are retiring, enter your Utah Retirement System (URS) retirement date.

URS Retirement Date: (Only if retiring with URS)

Enter the last contract date you will be working.

* Last Contract Date Worked:

* Location: * Current Assignment:

I acknowledge by clicking the "SUBMIT NOTICE OF RESIGNATION" button on the final step, my notice of resignation will be IMMEDIATELY sent to the Payroll, Insurance and Human Resource departments for processing. I also acknowledge that my DISTRICT EMAIL ACCOUNT WILL BE DEACTIVATED ON MY LAST DAY OF WORK.

I understand I am required to return my I.D. Badge, building keys, computer/electronic device(s) or any other District property to my supervisor no later than my last day of employment.

* Name: * Employee Type:

* Accept Agreement:

Click Save

Notice of Resignation

Name: Employee Type: Building Code:

It is your responsibility to notify your immediate supervisor of your resignation.

Retirement - All Eligible Employees (DP373) An employee must give notice of intent to retire at least thirty (30) days before the effective retirement date to the Human Resources Department to facilitate an appropriate time to hire a replacement for the position being vacated. Failure to do so will result in an ASSESSMENT OF \$500.00 and a letter of unprofessional conduct placed in the employee's personnel file. For Jordan School District, your last day of work is your retirement date. For Utah Retirement System, your retirement date is either the 1st or 16th of the month.

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Enter the last contract date you will be working.
* Last Contract Date Worked:
* Location: * Current Assignment:

I acknowledge by clicking the "SUBMIT NOTICE OF RESIGNATION" button on the final step, my notice of resignation will be IMMEDIATELY sent to the Payroll, Insurance and Human Resource departments for processing. I also acknowledge that my DISTRICT EMAIL ACCOUNT WILL BE DEACTIVATED ON MY LAST DAY OF WORK.
I understand I am required to return my I.D. Badge, building keys, computer/electronic device(s) or any other District property to my supervisor no later than my last day of employment.
* Name: * Employee Type:
* Accept Agreement:

Save
Print
Back

Click Next.

TM Process: Notice of Resignation

Employee: INSTRUCTIONS: 1. Complete the form, click SAVE, click NEXT. 2. Ignore notes, click NEXT. 3. Ignore attachments, click NEXT. 4. Click SUBMIT NOTICE OF RESIGNATION.

1. General

Click the "Open" button and complete the Notice of Resignation form, then click the "Save" button.

Custom Profile	Notice of Resignation	Notice of Resignation	
			<input type="button" value="Open"/>

Notice of Resignation Entry

- General
- Notes
- Attachments
- Choose Next Task

Step 1 of 4

Next

Process History

Add any notes you would like to add to this resignation. Click Next.

TM Process: Notice of Resignation

Employee:

INSTRUCTIONS: 1. Complete the form, click SAVE, click NEXT. 2. Ignore notes, click NEXT. 3. Ignore attachments, click NEXT. 4. Click SUBMIT NOTICE OF RESIGNATION.

2. Notes

There are no records to display; check your filter settings.

0 records displayed

Notice of Resignation Entry

1. General
- 2. Notes**
3. Attachments
4. Choose Next Task

Step 2 of 4

Process History

Add any attachments, if applicable. Click Next.

TM Process: Notice of Resignation

Employee:

INSTRUCTIONS: 1. Complete the form, click SAVE, click NEXT. 2. Ignore notes, click NEXT. 3. Ignore attachments, click NEXT. 4. Click SUBMIT NOTICE OF RESIGNATION.

3. Attachments

Description	Step	Inputted File	Date Modified
<i>There are no records to display; check your filter settings.</i>			

0 records displayed

Notice of Resignation Entry

1. General
2. Notes
- 3. Attachments**
4. Choose Next Task

Step 3 of 4

Process History

Click Submit Notice of Resignation Review button.

TM Process: Notice of Resignation

Employee: BAUERBR1000 BAUER, BRITTANY MUIR

INSTRUCTIONS: 1. Complete the form, click SAVE, click NEXT. 2. Ignore notes, click NEXT. 3. Ignore attachments, click NEXT. 4. Click SUBMIT NOTICE OF RESIGNATION.

4. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

SUBMIT NOTICE OF RESIGNATION
(HR Clerks and Insurance)

Notice of Resignation Entry

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 4 of 4

Previous

Process History

Save and Finish Later

Reassign Task

Back

Task History will now show a notice of resignation and date it was created.

Jordan School District

Brittany Bauer Account Preferences Ext ?

Home Employee Information Time Off FastTrack Open Positions FastTrack Screener

Employee Access

Jump to Other Dashboards

- *Calendar
- Skyward User
- Employee
- Task Manager

Reset Dashboards Select Widgets

Task History

Created	Process Description	Subject
Wed Mar 19 2:06pm	Notice of Resignation	BAUER BRITTANY

Jump to Other Systems

- Employee Access
- Human Resources

Unread Notifications (44)

Task Processes

- Classified Change Form
- Classified New Hire Form
- Critical Family Leave Request
- Extra Period Authorization
- FMLA Leave Notice

JavaScript:openNewWindow("qukfvpjtbv001.w?w/WPID=2411*1000,1000,0,"History");

Finance Training - 2/24/14

Windows 7 / Chrome 33