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.

Jordan School District		Britt er Account Preferences Exit ?
	eener	
	eener • Task Manager (191)	 Favorites Carlos My Print Queue Jump to Other Systems Employee Access Human Resources Urread Notifications (325)
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Under Task Processes, click Notice of Resignation (you may have to scroll down to see this).

Information Of	ff Open Positions Sc	reener				
Employee A	Access		📴 📾 🏠 Fave	orites 🔻 🏫 New Wi	ndow 📇 My Pr	rint
Jump to Other Dashboards	3	• Task Manager (191)	• Jump to Other	Systems		
*Calendar		Task History	Employee	Access		
Skyward User			L Human Res	sources		
Employee		There are no processes initiated by you.				
Task Manager			Unread Notifica	tions (325)		
Reset Dashboards	Select Widgets					
Critical Family Leave Red	quest					
Chtical Parling Leave Red FMLA Leave Notice Military Leave Request Notice of Resignation Sick Bank Request						
FMLA Leave Notice Military Leave Request Notice of Resignation						

Click on Open under the Custom Forms

TM Process: Not	tice of Resignation			📷 🔓 🦷 ?
Employee:	BRITTANY	INSTRUCTIONS: 1. 3. Ignore attachmer	Complete the form, click SAVE, clic nts, click NEXT. 4. Click SUBMIT NO	k NEXT. 2. Ignore notes, click NEXT. DTICE OF RESIGNATION.
1. General				Notice of
Click the "Open" but	ton and complete the Notice of Resign	ation form, then click the "Save" button.		Resignation Entry
Custom Forms	3		\frown	1. General
Custom Profile	Notice of Resignation	Notice of Resignation	Open	2. Notes
				3. Attachments
				4. Choose Next Task
				Step 1 of 4
				Next
				Process History
				Save and Finish Later
				Reassign Task
				Back

Fill in each section of the form.

Notice of Resignation	ă 怕	-	?
Name: BRITTANY M. Employee Type: Classified Cont Building Code: 045			
It is your responsibility to notify your immediate supervisor of your resignation.	_	ave rint	
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 ASSESMENT OF \$500.00 and a letter of unprofessional conduct placed in the employee's personnel flic. 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.	_	ack	
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) r URS Retirement Date: (Only if retiring with URS)			
Enter the last contract date you will be working.			
* Last Contract Date Worked:			
* Location: HUMAN RESOURCES * 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: BRITTANY MUIR BAUER * Employee Type: ClsCo			
* Accept Agreement:			

Click Save

Notice of Resignation	1 🖶	?
Name: BRITTANY M. Employee Type: Classified Cont Building Code: 045		
It is your responsibility to notify your immediate supervisor of your resignation.	<u>S</u> ave	ノ
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 ASSESMENT 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.	Back	
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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: Other Job ▼		
If you are retiring, enter your Utah Retirement System (URS) retirement date. URS Retirement Date:		
Enter the last contract date you will be working.		
* Last Contract Date Worked: 03/19/2014 📖 Wednesday		
* Location: HUMAN RESOURCES * Current Assignment: Sweeper		
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: BRITTANY MUIR BAUER * Employee Type: ClsCo		
* Accept Agreement Ves 🔻		

Click Next.

TM Process: Not	ice of Resignation			in 🔁 🖶 🕐
Employee:	BRITTANY	INSTRUCTION 3. Ignore atta	IS: 1. Complete the form, click SAVE, cl achments, click NEXT. 4. Click SUBMIT N	ck NEXT. 2. Ignore notes, click NEXT. OTICE OF RESIGNATION.
1. General				Notice of
Click the "Open" butt	on and complete the Notice of Resign	ation form, then click the "Save" button.		Resignation Entry
Custom Forms				1. General
Custom Profile	Notice of Resignation	Notice of Resignation	Open	2. Notes
				3. Attachments
				4. Choose Next Task
				Step 1 of 4
				Process History Save and Finish Later
				Reassign Task
				Back
		I INARAA IPAININA A DUBT DIAL		141

TM Process: Not	tice of Resignation	in 🖞 👼
Employee:	BRITTANY	INSTRUCTIONS: 1. Complete the form, click SAVE, click NEXT. 2. Ignore notes, click NE 3. Ignore attachments, click NEXT. 4. Click SUBMIT NOTICE OF RESIGNATION.
Employee: 2. Notes There are no records to	BRITTANY	INSTRUCTIONS: 1. Complete the form, click SAVE, click NEXT. 2. Ignore notes, click NE 3. Ignore attachments, click NEXT. 4. Click SUBMIT NOTICE OF Resignation Entry Add View Delete 1. General 2. Notes 3. Attachments 4. Choose Next Task
۹ O records displayed		Step 2 of 4 Previous Process History Save and Finish Later Reassign Task Back

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

Add any attachments, if applicable. Click Next.

Employee:	BRITTANY		INSTRUCTIONS: 1. Complete the 3. Ignore attachments, click NEX	form, click SAVE T. 4. Click SUBM	, click NEXT. 2. Ignore notes, click NEXT. TNOTICE OF RESIGNATION.
3. Attachments	Step display; check your filter settings.	Inputted File	Date Modified	Add	A cick NEXT. 2: Ignore notes, cick NEXT. T NOTICE OF Resignation Entry 1. General 2. Notes 3. Attachments 4. Choose Next Task
 0 records displayed 				×	Step 3 of 4 Previous Process History Save and Finish Later Reaseign Task Back

Click Submit Notice of Resignation Review button.

TM Process: Notice of Resignation		📹 靠 📮 ?
Employee: BAUERBRI000 BAUER, BRITTANY MUIR	INSTRUCTIONS: 1. Complete the form, click SAVE, click 3. Ignore attachments, click NEXT. 4. Click SUBMIT NOT	NEXT. 2. Ignore notes, click NEXT. ICE OF RESIGNATION.
4. Choose Next Task		Notice of
Select the Next Task		Resignation Entry
Select the bacton below to create the Next Task:		1. General
SUBMIT NOTICE OF RESIGNATION (HR Clerks and Insurance)		2. Notes
		3. Attachments
		4. Choose Next Task
		Step 4 of 4
		Previous
		Process History
		Save and Finish Later
		Reassign Task Back
		Dack

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

Jordan School District				unt Preferences Ext ?
*Calendar Skyward User	Task Maner () ask History Created Process Description	Subject	Jump to Other Systems Employee Access Human Resources	କୁ କୁ
Employee Task Manager	Wed Mar 19 2:06pm Notice of Resignation	BAUER BRITTANY	Unread Notifications (44)	0
Reset Dashboards Select Widgets			Task Processes	0
Employee Access			L Classified New Hire Form	
Paychecks 😭			Critical Family Leave Request	
Time Off			Extra Period Authorization	
Fast Track Open Applications			FMLA Leave Notice	
FastTrack Open Positions				
My Requests				
Human Resources				
Positions 🐑				
Codes				
Open Applications				
Closed Applications				
Edit Favorites				
javascript:openNewWindow("gwkfwprjtbnws001.w?hWPID=2411",1000,1000,0,"History");	Finance Training - 2	/24/14		Windows 7 / Chrome 33