TalentEd Resignation/Retirement Instructions

1. Accessing TalentEd

Using our Staff Portal \rightarrow Rattler HQ \rightarrow Human Resources, you can access your <u>TalentEd</u>



2. Login Single Sign-on Page

Select your SMCISD network credentials

G	Google sign-in has a new look We've improved the sign-in page with a more modern design	Learn m		
		G Sign in with Google		
		Choose an account	Claudia Peterson claudia.peterson@smcisd.net	
		to continue to San Marcos Consolidated ISD	③ Use another account	
			To continue, Google will share your name, email address, language preference, and profile picture with San Marcos Consolidated ISD.	
		English (United States) 🔹	Help Privacy Terms	

3. Under your Records account, select Available Forms, and Resignation/Retirement

Search										
orms	ACA Notice	Additional Payroll	Blood Bourne		Contract Addendum -	Contract Addendum-	Criminal History Record	Deferred Compensation	Direct Deposit	District Hand
		Documents	Pathogens	BANK POLICY 8-2021	Certification	Retire/Rehire	Release	(PST)		
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	Pay Offer	PERSONNEL INFO CARD	PERSONNEL INFO CARD	PERSONNEL INFO CARD	Pre TalentEd	Resignation/Retirement	Service Records	SSA 1945	Sub/Temp Workers	Substitute Eth

4. Complete all the fields (boxes) on the form, sign it, and select Save Final

Completion of this form indicates your voluntary resignation/retirement from SMCISD. Do not complete this form if you are transferring to another department, campus or position within SMCISD

RESIGNATION/RETIREMENT FORM

Please complete all information in the "Employee Information Section" below to notify San Marcos CISD of your resignation and/or retirement. You must submit this entire form. Upon acceptance of this resignation and/or retirement by the district, you will be contacted with any additional instructions.

Important: Submission of this document does not constitute release from contract. The Superintendent or Designee is the sole authority that can approve resignations and authorize release.

If you are a teacher resigning at the end of the school year, fulfilling your contract, your final pay will be issued in August and medical benefits will end on the last day of the month in August.

Employee	Information	Section

Today's Date: First/Last Name:	Test	Account	<u>] </u>					
SS # SS LastFour Personal Email: u@me.com	Phone	1111111						
(only last 4 digits)								
Forwarding/New Address: NewAddress City: NewCity State:								
Zip Code: NewZir								
Job Title: testing Current Campus/Grade Level/Dept.:								
	Close	t Print as PDF	Save Draft Save Final					

5. Upon HR approval, employee will receive an *Employee Exit checklist*, sent to the employee's TalentEd Records account, under *My Tasks*. A total of four (4) forms requires action. Instructions regarding the district's employee exit process are provided in these forms.

	My Tasks					
My Tasks	Needs Attention Completed					
Available Forms	All					
Files	Task	Related Staff	Checklist	Due Date 💌	Delete	Actions
	Memorandum	Account, Test	Employee Exit	5/31/2023		View
	Exit Records	Account, Test	Employee Exit	5/31/2023		View
	Exit Benefits	Account, Test	Employee Exit	5/31/2023		View
	Exit Personnel Information Form	Account, Test	Employee Exit	5/31/2023		View