

* SELF EXIT PROCESS

 Employee Access

Jump to Other Dashboards

- *Calendar
- Skyward User**
- Employee
- Reset Dashboards
- Select Widgets

Task Manager (1)

Date	Task Summary	Subject
Mon Aug 09 2:34pm	TRANSFER: APPROVAL	BETANCOURT

District Information

Eagle Mountain Saginaw I S D
 1200 OLD DECATUR RD
 FORT WORTH TX 76179

Task Processes

- PR COMPENSATION CONCERN WORKSHEET
- PERMIT RESIGNATION/RETIREMENT FORM

True Time Status

Status:

Due to District Settings, access to True Time has been limited because the IP address for this computer is not within the range of IP addresses that are allowed for True Time.

01/07/2022 Total:	
Scheduled Hours:	7h 30m
Weekly Total:	

My Time Off Status

Time Off Code	Remaining	Approved	Waiting	Available
COMP HRS	0h 00m			0h 00m
JURY DUTY	0 Days			0 Days
PERSONAL LEAVE-STATE	5 Days			5 Days
SICK LEAVE-LOCAL	7 Days			7 Days
VACATION	0 Days			0 Days
VACATION ACCUMULATED	0 Days			0 Days
xDOCK	0 Days			0 Days

[Add Time Off Request](#)



Click Select Widgets to turn on the Task Manager & Task Processes “widgets”.

Dashboard Maintenance



Skyward User

Employee

Everyone's Widgets

- Calendar Events
- Last Five Logins
- Skyward Twitter Feed
- ★ District Information
- RSS Feeds
- Web Favorites

Employee Widgets

- AP Payments
- ★ Favorites
- ★ My Time Off Status
- ★ Recent Programs
- Task Processes
- ★ District News
- ★ My Print Queue
- Notifications
- Task Manager
- True Time Current Status

★ Indicates a widget that is suggested by the district.

Save

Add
Dashboard

Rename
Selected
Dashboard

Delete
Selected
Dashboard

Reset
Selected
Dashboard

Uncheck
All Items

Back

Please select **Task Manager** and **Task Processes**. Click the **Save** button.

Jump to Other Dashboards

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- Reset Dashboards
- Select Widgets

Task Manager (1)

Date	Task Summary	Subject
Mon Aug 09 2:34pm	TRANSFER: APPROVAL BE	

District Information

Eagle Mountain Saginaw I S D
1200 OLD DECATUR RD
FORT WORTH TX 76179

Task Processes

- PR COMPENSATION CONCERN WORKSHEET
- SUBMIT RESIGNATION/RETIREMENT FORM**

True Time Current Status

Status:

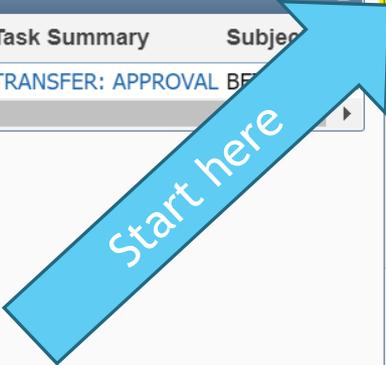
Due to District Settings, access to True Time has been limited because the IP address for this computer is not within the range of IP addresses that are allowed for True Time.

01/07/2022 Total:	
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My Time Off

Time Off Code	Available
COMP HRS	h 00m
JURY DUTY	0 Days 0 Days
PERSONAL LEAVE-STATE	5 Days 5 Days
SICK LEAVE-LOCAL	7 Days 7 Days
VACATION	0 Days 0 Days
VACATION ACCUMULATED	0 Days 0 Days
xDOCK	0 Days 0 Days

Add Time Off Request



In the Task Processes widget, select Submit Resignation Form.

TM Process: SUBMIT RESIGNATION/RETIREMENT FORM



Employee:

Employee submission of resignation/retirement form to Eagle Mountain-Saginaw ISD. Completion of this process serves as employee's official resignation from the District.

1. RESIGNATION FORM

Complete the resignation/retirement form below to formally notify your supervisor and Eagle Mountain-Saginaw ISD of your intent to resign from the District. Resignations must be approved by Human Resources. You may attach a letter of resignation in the attachment section of this process but the resignation form below is required of all exiting employees. If you would like to talk with someone in Human Resources before completing this form please call (817) 847-2760.

RESIGNATION FORM

- 1. RESIGNATION FORM
- 2. EXIT PROCEDURES
- 3. PAYROLL & BENEFITS
- 4. SERVICE RECORDS
- Notes
- Attachments
- Next Task

*POSITION: ▼

*CAMPUS/DEPARTMENT: ▼

Your resignation effective day should be an active work calendar day.:

*RESIGNATION DATE:

*REASON FOR LEAVING:

OTHER DISTRICT:

Were you provided with the training, information, & equipment you need to do your job?:

RESOURCES: ▼

Overall, how fairly were you treated?:

FAIRNESS: ▼

How often did you feel your contributions were recognized?:

RECOGNITION: ▼

How realistic were the expectations that were set for you?:

EXPECTATIONS: ▼

How well did your supervisor treat you?:

TREATMENT: ▼

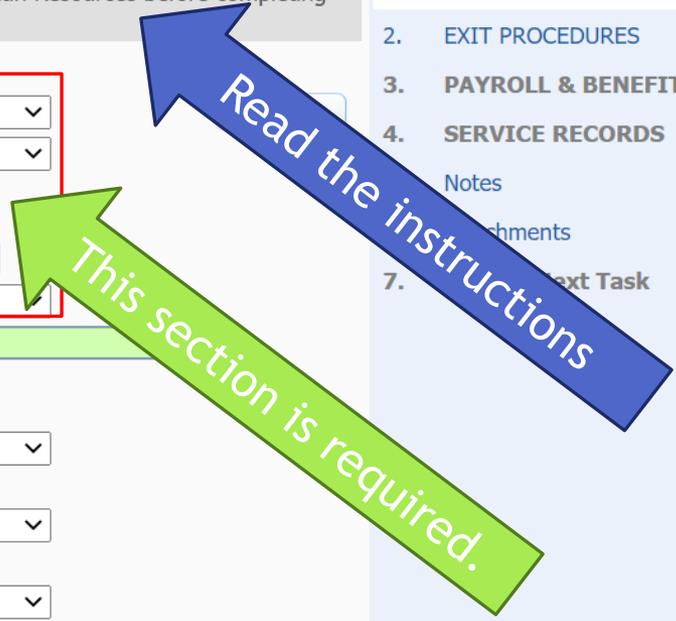
Have you felt supported by your supervisor?:

ENCOURAGEMENT: ▼

Would you recommend Eagle Mountain-Saginaw ISD as a great place for a friend to work?:

RECOMMEND: ▼

EMPLOYEE COMMENTS:



Step 1 of 7

Process History

-
-



Employee: CLEVE

Read the important district exit information provided.

h-Saginaw ISD.
m the District.

2. EXIT PROCEDURES

Please review the following information for exiting employees.

1. Separating employees are asked to provide the District with a forwarding address, personal email, and phone number. Please log into Employee Access and ensure that your information is up to date. Instructions can be found in the "Attachments" section of this task. :
2. All district property must be returned to the District upon separation from employment. The District may withhold the cost of any items not returned from the final paycheck including the rekeying of a building because of failure to return keys. Other property includes but is not limited to: ID badge, technology, key cards, keys, athletic equipment, other. :
3. Please contact the TRS Teacher Retirement System if you have any questions regarding your retirement benefits or if you decide not to participate in TRS any further. ****TRS Help Line 800.233.8778**** :
4. Your district technology access will be locked effective the date of your resignation. Professional development information can be downloaded in Eduphoria prior to that date. :
5. Leave allocations will be prorated if an employee separates from employment with the District before his or her last duty day of the year. The employee's final check will be reduced by the amount of leave used beyond the prorated amount. :

RESIGNATION FORM

1. RESIGNATION FORM (Skipped)
2. **EXIT PROCEDURES**
3. PAYROLL & BENEFITS
4. SERVICE RECORDS
5. Notes
6. Attachments
7. Choose Next Task

Step 2 of 7

Previous

Next

Process History

Save and Finish Later

Reassign Task

Employee: CLEVE

Read the important payroll & benefit information provided.

3. PAYROLL & BENEFITS

For more information about payroll or benefits please send an email to payroll@ems-isd.net. **For retirement information and/or assistance please call the TRS Help Line at (800) 223-8778.

PAYROLL INFORMATION FOR MONTHLY EMPLOYEES:

If you terminate employment with the District, your insurance and benefits will end at midnight on the last day of the month in which your termination is effective.
:

For those employees that terminate employment with the District and complete the number of work days assigned to your school year work calendar, you will continue to receive a paycheck until July/August 20th of the current year. The month in which you receive your last paycheck is dependent on which day your monthly pay began.
:

PAYROLL INFORMATION FOR HOURLY/PART-TIME/TEMPORARY EMPLOYEES:

For those employees that terminate employment with the District you will receive your final paycheck when all accounted time sheets have been received according to the payroll schedule.
:

BENEFIT INFORMATION FOR MONTHLY EMPLOYEES:

If you terminate employment with the District before completing the number of work days assigned to your school year work calendar, your insurance and benefits will end at midnight on the last day of the month in which your termination is effective.
:

For those employees that have terminated employment and complete the number of work days assigned to your school year work calendar, the District will terminate your benefits on July or August 31st of the at current year.
:

BENEFIT INFORMATION FOR HOURLY/PART-TIME/TEMPORARY EMPLOYEES:

If you terminate employment with the District, your insurance and benefits will end at midnight on the last day of the month in which your termination is effective.
:

RESIGNATION FORM

1. RESIGNATION FORM (Skipped)
2. EXIT PROCEDURES
- 3. PAYROLL & BENEFITS**
4. SERVICE RECORDS
5. Notes
6. Attachments
7. Choose Next Task

Step 3 of 7

Previous **Next**

Process History

Save and Finish Later
Reassign Task

Employee: CLEVE

Optional: Request your service records.

h-Saginaw ISD.
from the District.

4. SERVICE RECORDS

The service record request below is optional. Please make sure that your home address is up to date in Employee Access.

Select a delivery method below for your service record (SR). If you select your home address it will be delivered to the address listed in your Employee Access account. Please make sure to verify your address and make any necessary updates in Employee Access. Instructions for updating your personal information can be found in the "Attachment" section of this task.

SR DELIVERY METHOD: Mail to district

If you chose the pick up option, a member of the HR team will contact you when your service record is available for pick up. Please note that the District has 30 days from the resignation date to produce the service records. Please ensure that your email address and phone number are correct in Employee Access.

If you selected to mail your service records to another district please provide the district name, contact name, email address, and district mailing address.

SR DISTRICT CONTACT: OTHER ISD

SR DISTRICT EMAIL: OTHERISD@O

SR DISTRICT ADDRESS: 123

SR DISTRICT CITY: DALLAS

SR DISTRICT STATE: TEXAS

SR DISTRICT ZIP: 12345

RESIGNATION FORM

- RESIGNATION FORM (Skipped)
- EXIT PROCEDURES
- PAYROLL & BENEFITS
- SERVICE RECORDS**
- Notes
- Attachments
- Choose Next Task

Step 4 of 7

Previous **Next**

Process History

Save and Finish Later
Reassign Task

TM Process: **SUBMIT RESIGNATION/RETIREMENT FORM**



Employee:

Employee submission of resignation/retirement form to Eagle Mountain-Saginaw ISD. Completion of this process serves as employee's official resignation from the District.

5. Notes

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

0 records displayed

-
-
-

RESIGNATION FORM

1. RESIGNATION FORM
2. EXIT PROCEDURES
3. PAYROLL & BENEFITS
4. SERVICE RECORDS
- 5. Notes**
6. Attachments
7. Choose Next Task

Step 5 of 7

-
-

Process History

-
-

Employee: CLEVEGRO00

Click the Description Links to read important information.



Law ISD, District.

6. Attachments

Description ▲	Step	Inputed File	Date Modified	
UPDATE PERSONAL CONTACT INFOR	R	C:\fakepath\UPDATE PERSONAL C	01/14/2022 Fri 10:3	

1 records displayed

- Add
- Edit
- Delete

Read the instructions to verify your contact information is up to date.

RESIGNATION FORM

- RESIGNATION FORM (Skipped)
- EXIT PROCEDURES
- PAYROLL & BENEFITS
- SERVICE RECORDS
- Notes
- Attachments**
- Choose Next Task

Step 6 of 7

- Previous
- Next**

Process History

- Save and Finish Later
- Reassign Task

TM Process: **SUBMIT RESIGNATION/RETIREMENT FORM**



Employee:

Employee submission of resignation/retirement form to Eagle Mountain-Saginaw ISD. Completion of this process serves as employee's official resignation from the District.

7. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

RESIGNATION NOTIFICATION
(PARTAIN, SARAH E)

****You must complete all skipped steps before completing this task.****

Required information must be completed.

RESIGNATION FORM

- 1. **RESIGNATION FORM (Skipped)**
- 2. EXIT PROCEDURES
- 3. PAYROLL & BENEFITS
- 4. SERVICE RECORDS
- 5. Notes
- 6. Attachments
- 7. **Choose Next Task**

Step 7 of 7

[Previous](#)

Process History

[Save and Finish Later](#)

[Reassign Task](#)

TM Process: SUBMIT RESIGNATION/RETIREMENT FORM



Employee: CLEVEGRO000 CLEVELAND, GROVER S

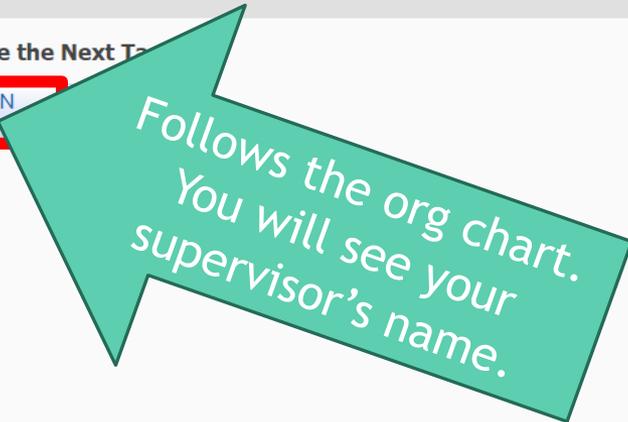
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RESIGNATION NOTIFICATION
(PARTAIN, SARAH E)



RESIGNATION FORM

- 1. RESIGNATION FORM
- 2. EXIT PROCEDURES
- 3. PAYROLL & BENEFITS
- 4. SERVICE RECORDS
- 5. Notes
- 6. Attachments
- 7. Choose Next Task

Once you click the button the window will close and move to your supervisor. You will receive a confirmation email.

Step 7 of 7

Previous

Process History

Save and Finish Later

Reassign Task

If you plan to resign at your 2021-2022 Assignment end date, your official end date can be found in Skyward Employee Access.

Employee

Employee: CLEVELAND GROVER S

Assignments

Assignment Information
Assignment Year: 2021-2022

Views: General Filters: *Skyward Default

Position	Assignment	Group
▼ SIGNING BONUS	FOREIGN LANGUAGE	STIPEND - SIGNING BONUS

Expand All Collapse All Modify Details (displaying 6 of 6) View Printable Details

- ▶ Position Information
- ▶ Assignment Information
- ▶ **Term Information**
- ▶ Salary Information
- ▶ Payroll Information
- ▶ Payroll Account Distribution

Term Information

Calendar: 187 Day Calendar - Professional & Para Days: 187.00
Start Date: 08/04/2021 End Date: 05/27/2022
Hours: 1,402 Minutes: 30
Hours Per Day: 7:30 % Employed: 100.000%
FTE: 1.00000 Calc FTE: 1.00000

20 1 records displayed