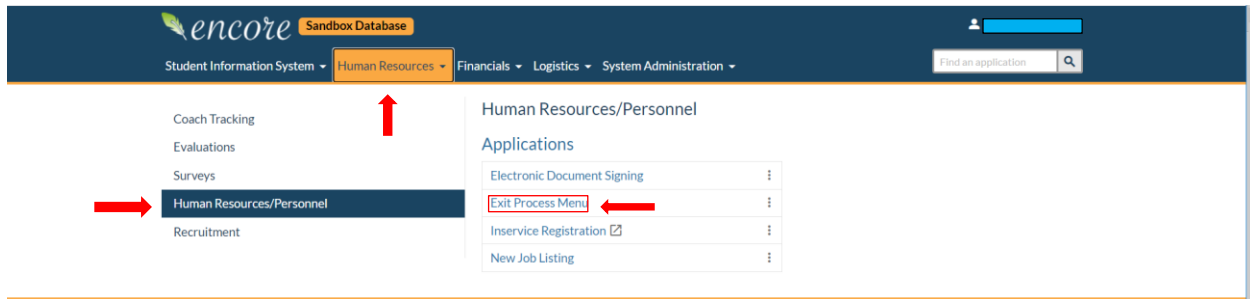


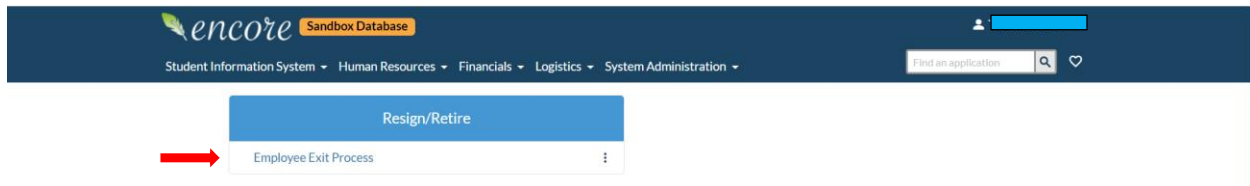
Employee Exit Process Instructions

The Employee Exit Process requires Encore access. If you do not recall your user ID and/or password, follow the user ID and password recovery process to restore credentials. Contact the Call Center at x5600 if further assistance is needed.

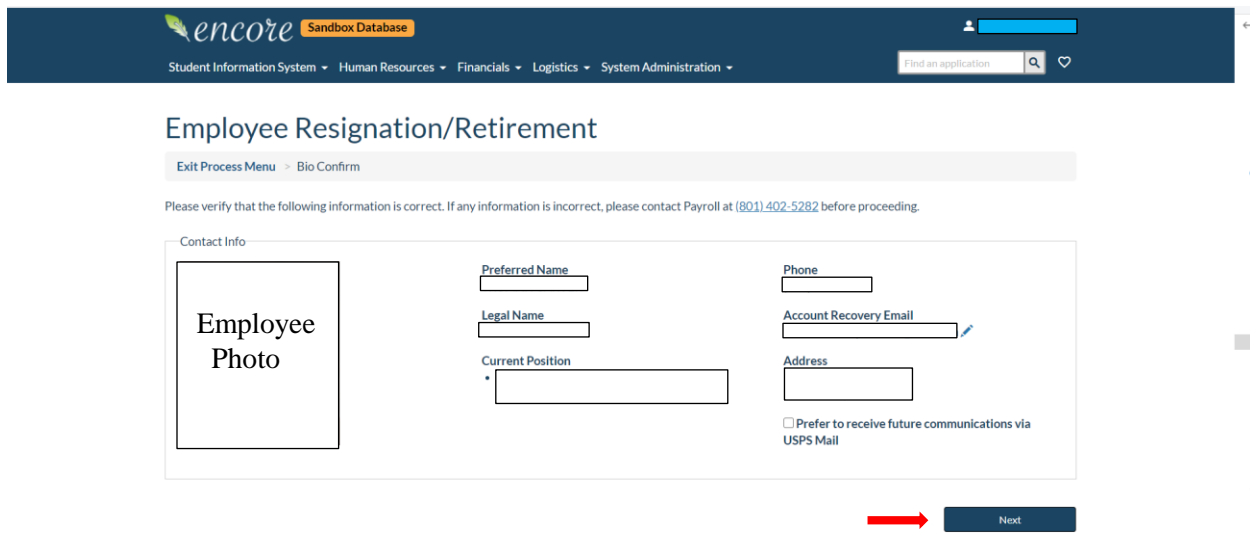
Step 1. From the main Encore screen, click on Human Resources, Human Resources/Personnel, then Exit Process Menu.



Step 2. Select “Employee Exit Process”



Step 3. After confirming your identity and contact information, click Next.



Step 4. Follow the prompts to enter specific information about your separation. You may attach a document (i.e. resignation/retirement letter) if you choose. When complete, click “Next.”

The screenshot shows the 'Employee Resignation/Retirement' form in the 'encore' system. The header includes the 'encore' logo, 'Sandbox Database', and navigation links for 'Student Information System', 'Human Resources', 'Financials', 'Logistics', and 'System Administration'. A search bar with the text 'Find an application' and a heart icon is also present. The breadcrumb trail is 'Exit Process Menu > Bio Confirm > Exit Form'. The main heading is 'Employee Resignation/Retirement'. Below it, the sub-heading is 'Exit Form'. The form contains the following elements: a question 'Are you resigning or retiring?' with radio buttons for 'Resigning' (selected) and 'Retiring'; a 'Position' field with the value 'SENIOR HIGH COUNSELOR (DAVIS HIGH SCHOOL: 8 Hours)'; a 'Last Working Date' field with a calendar icon; a 'Comments (Optional)' text area; an 'Add Attachments' button with a red arrow pointing to it; and a 'Next' button with a red arrow pointing to it.

Step 5. Complete the exit survey (if separating employment from the District) and submit.

The screenshot shows the 'Employee Resignation/Retirement' form in the 'encore' system, specifically the 'Exit Survey' section. The header is identical to the previous screenshot, including the 'encore' logo, 'Sandbox Database', navigation links, and search bar. The breadcrumb trail is 'Exit Process Menu > Bio Confirm > Exit Form'. The main heading is 'Employee Resignation/Retirement'. Below it, the sub-heading is 'Exit Survey'.