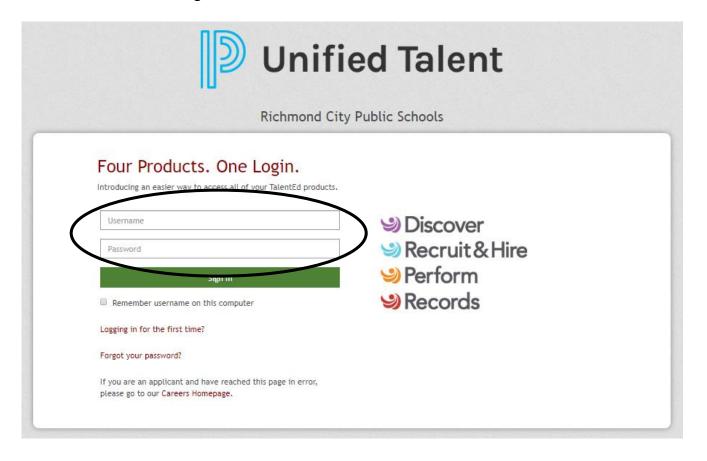
HOW TO SIGN YOUR 2022-2023 CONTRACT OR NOTICE OF APPOINTMENT

1. Navigate to the TalentEd website www.richmondcity.tedk12.com and select TalentEd Records.



2. **NEW USERS** (Current users skip to #4)

Username = Your 6 digit employee ID number Initial Password = changeme!

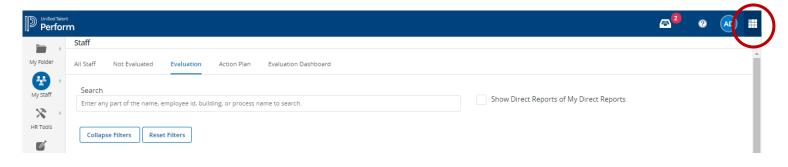


3. You will be asked to change your password.

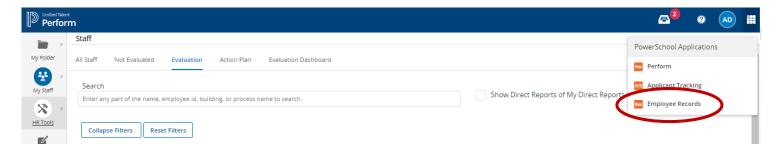


4. CURRENT USERS

If your landing page is Perform or Recruit and Hire, click on the box at the top right corner.



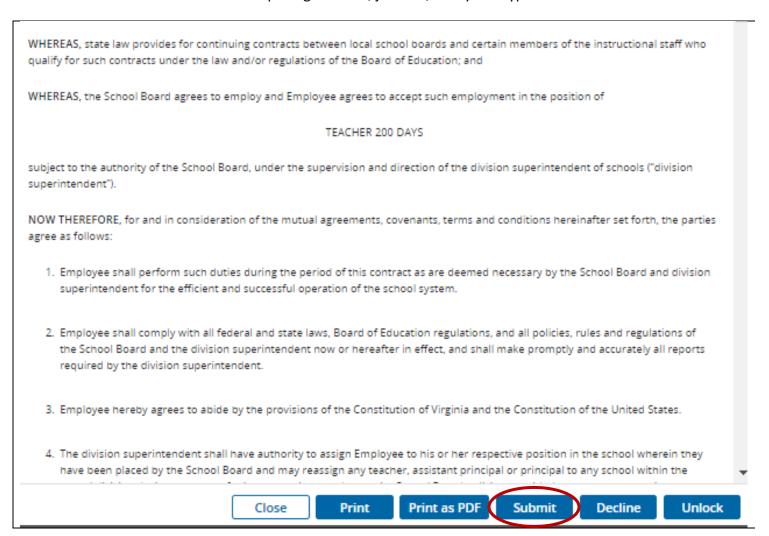
5. Select Employee Records.



- 6. The landing page for RECORDS is "MY TASKS"
- 7. From the "ALL TASKS" list, choose "SIGN/APPV/REV" to open the CONTRACT OR NOTICE OF APPOINTMENT document.



8. **REVIEW** the document for correct spelling of name, job title, salary and type of contract.



9. If not returning for the 2022-2023 school year, skip to step 13.

- 10. Choose "PRINT as PDF" to print a copy for your files.
- 11. Type your name in the **SIGNATURE** field and **CHECK** the box "I have read and accept..."
- 12. Select "SUBMIT" to complete the contract task. If you DO NOT select "SUBMIT", your contract WILL NOT be completed and signed.



13. Select "**DECLINE**" if your intent is to end employment with Richmond Public Schools at the end of this school year via resignation or retirement. If resigning, please submit a letter of resignation to the Talent Office (talentoffice@rvaschools.net) as soon as possible, but no later than June 15, 2022 with a copy to your Principal/Director. If retiring, please email Letitia Lampley (llampley2@rvaschools.net) in Talent Office Benefits for retirement information.



- 14. Type your name in the SIGNATURE field and CHECK the box "I have read and accept..."
- 15. Type your reason for separation in the **COMMENTS** field.
- 16. Select "DECLINE" to submit.

