



Resignation eForm

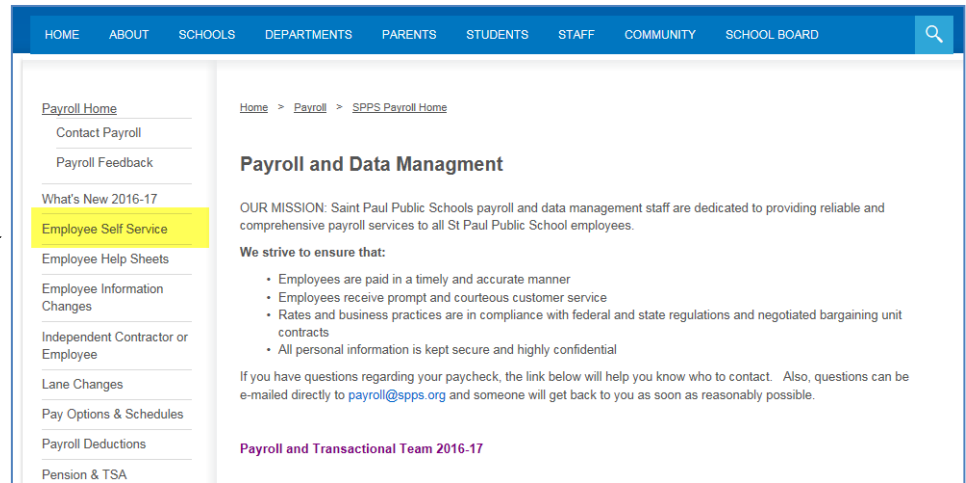
How to submit an eForm

Resignation forms are now located in Employee Self Service.

You can access Employee Self Service from Payroll Home Page on the district website.

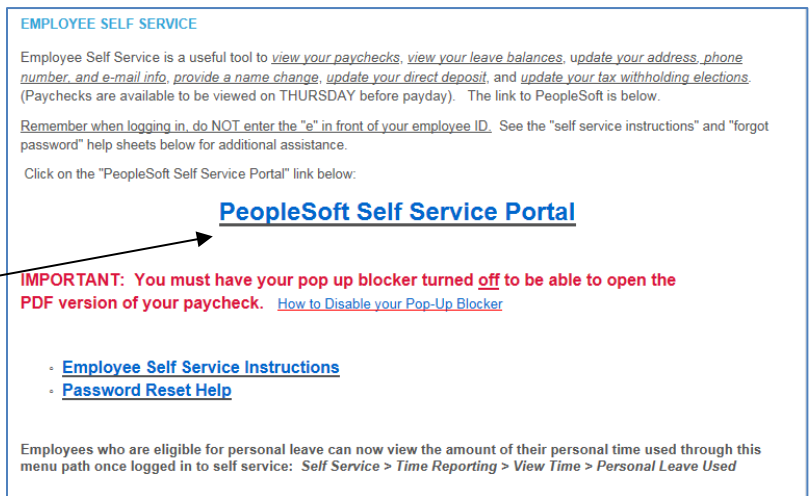
<http://www.spps.org/payroll>

Click the link on the left menu to get to the Employee Self Service home page.)



This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

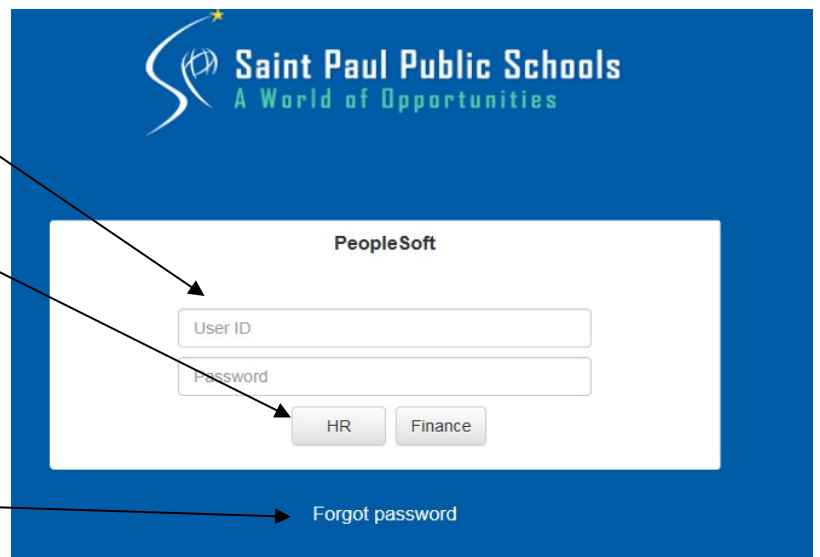
Click on the "PeopleSoft Self Service Portal" link



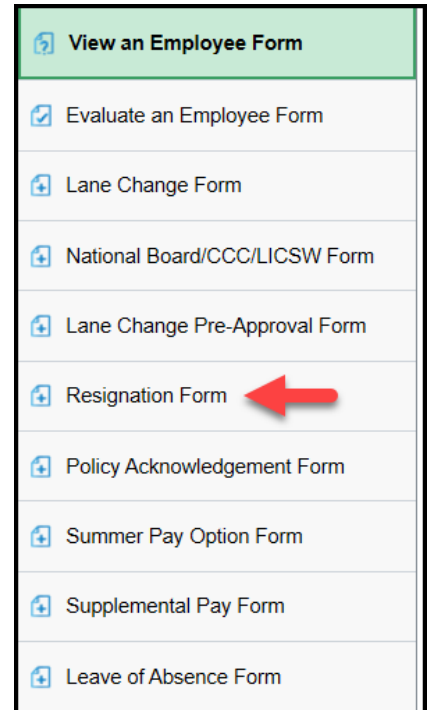
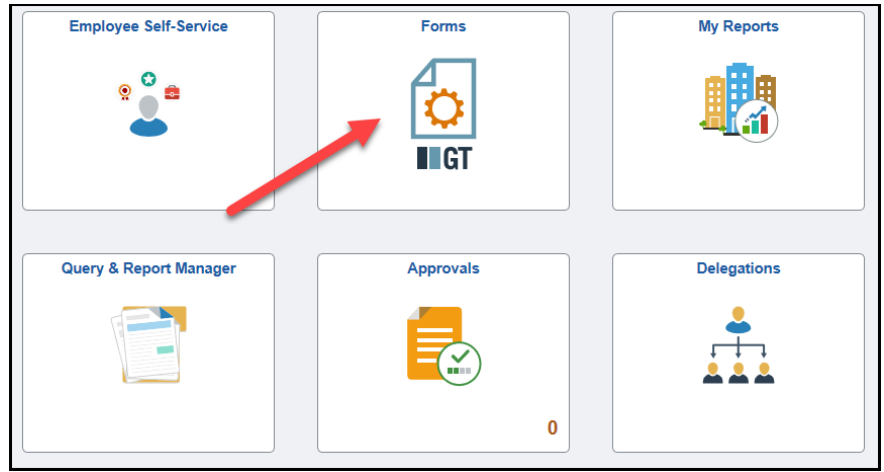
Type in your User ID and Password. Your User ID is your Employee ID *without* the "e" in front of it.

Click the HR button.

If you have forgotten your password, you can use the "forgot password link" if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.



Once you have logged into the PeopleSoft Self Service Portal, you will can access the Resignation eForm through the tiles on the Home Page. **Forms >Employee Forms > Resignation Form.**



1. Your information will automatically default on the form.
2. Please verify your personal information is correct. If incorrect, please update to the correct address, phone number and/or email address.
3. Enter your last day worked
4. Enter the reason for resignation
5. Click "Next"
6. Exit interview is optional and all information is kept confidential. If you would like to provide feedback regarding your experience working with SPPS please provide it on this page of the form.
7. If you do not wish to complete the survey, simply click "submit" without answering the exit interview questions. Otherwise, provide feedback and submit the form by clicking on the "Submit" button at the bottom of the page

Resignation Form : Employee Information Form ID 1265

Upon separation of employment from SPPS, the employee must return all SPPS electronic devices, ID badge and keys to their administrator/supervisor. All SPPS accounts will be disabled by Technology Services Department on termination date except Employee Self Service to view final paycheck information and year end W-2 tax form information.

Personal Information

Please review and update address, email and phone number as needed.

1 Empl ID [REDACTED] Display Name Mary Test

*Address Line 1 123 Main Street *Primary Telephone [REDACTED]

2 *City Saint Paul Email Address [REDACTED]

*State MN

*Postal Code 55102

Job Information

Job Code 955 Tchr - Grade 1 Location Code 010 Colborne Admin Offices

Department GEN344XXX General Classroom Staff Supervisor ID [REDACTED] John Doe

Employee Classification U Regular Regular/Temporary Regular

FTE 1.000000 Union Code 51 Teachers

*Last Date Worked 3 [REDACTED] *Resignation Reason 4 [REDACTED]

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Resignation Form : Exit Interview **6**

Form ID 1265

All answer will be kept confidential and not seen by your supervisor. Your answers below will only be sent to Human Resources. You can leave blank any questions you prefer not to answer.

Reason for Leaving

What are the reasons you are leaving Saint Paul Public Schools?

Comment Below [dropdown menu]

Area of Improvement

Please check the top three areas you think we should focus on improving to make Saint Paul Public Schools a better place to work.

Benefits	<input type="radio"/> No	Salary	<input type="radio"/> No
Training Opportunities	<input type="radio"/> No	Feedback about Job Performance	<input type="radio"/> No
Recognition for Employees	<input type="radio"/> No	Promotion Opportunities	<input type="radio"/> No
Communication at your site	<input type="radio"/> No	Communication across district	<input type="radio"/> No
Leadership at your site	<input type="radio"/> No	Leadership across district	<input type="radio"/> No
Team Building at your site	<input type="radio"/> No	Diversity/Inclusion	<input type="radio"/> No

Q6 I received recognition from my supervisor for my work accomplishments?

R6 [dropdown menu]

Q7 The process used to conduct my performance evaluation was fair and objective?

R7 [dropdown menu]

Q8 My supervisor provided sufficient leadership and support so I could be successful at my job?

R8 [dropdown menu]

Q9 My colleagues treated me with respect?

R9 [dropdown menu]

Q10 My supervisor resolved problems promptly and decisively?

R10 [dropdown menu]

Q11 My supervisor created a respectful environment for staff?

R11 [dropdown menu]

Q12 My overall experience working for Saint Paul Public Schools was positive?

R12 [dropdown menu]

Q13 I would recommend working for Saint Paul Public Schools to a friend/colleague?

R13 [dropdown menu]

Search << Previous Submit **7**