

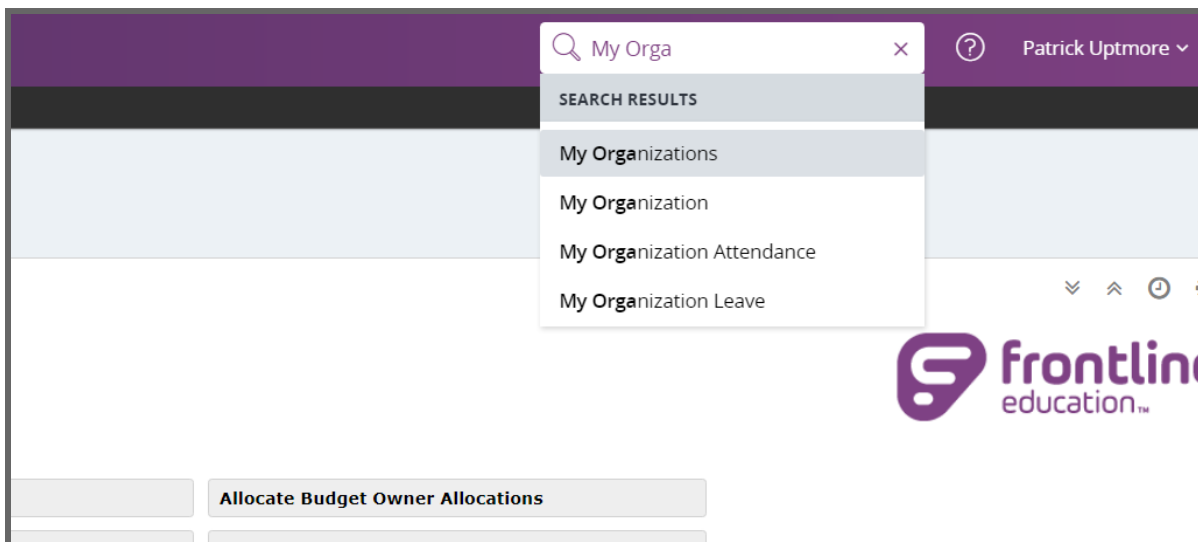
Waco ISD Contract Renewal Guide

Instructional Video | <https://youtu.be/Ndb4s8smBB4>

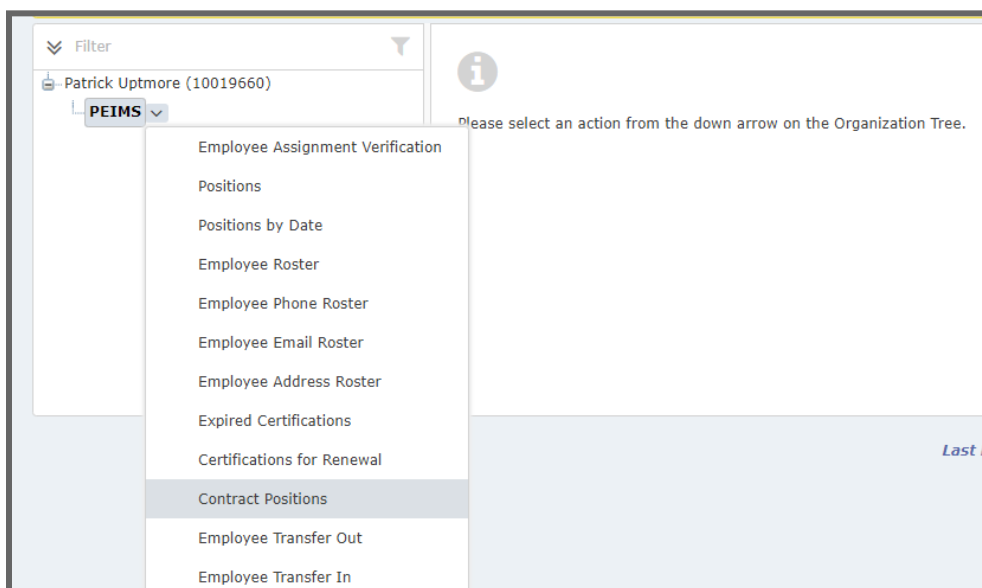
The contract renewal window will be opened from March 29, 2021 - April 16, 2021. All contracts will need to be reviewed for accuracy and marked as Renew, Non-Renew, or Hold. The first round of professional contracts will be presented at the Board meeting on April 22, 2021, followed by the creation of eSignature contracts pushed to the Employee Service Center for employee approval.

Renewing Contract Positions

1. Access the **My Organization** entry point. (use the search bar to find My Organization)



2. Click on the drop-down next to your organization name and select the '**Contract Positions**' option.



3. Scroll to the bottom of the window and select the '**Contract Renewal**' option.

+	4075	Filled	100.0	10457636	Banuelos	Stephanie	Bells Hill Elementary
+	1811	Filled	100.0	10536865	Beam	Emily	Bells Hill Elementary
+	1840	Filled	100.0	10301633	Beam	Michelle	Bells Hill Elementary
+	4340	Filled	100.0	21072842	Billedo	Alejandra	Bells Hill Elementary
+	1844	Filled	100.0	10022284	Caballero	Eunice	Bells Hill Elementary
+	1862	Filled	100.0	10301916	Chase	Ashley	Bells Hill Elementary
+	1812	Filled	100.0	10374290	Clark	Mary Katheryn	Bells Hill Elementary
+	1835	Filled	100.0	21026296	Cuellar Ioredo	Rebeca	Bells Hill Elementary
+	1815	Filled	100.0	10252693	Davis	Kallie	Bells Hill Elementary
+	1852	Filled	100.0	10022549	Degraff	Deborah	Bells Hill Elementary
+	1853	Filled	100.0	10380079	Eubanks	Kathleen	Bells Hill Elementary
+	4348	Filled	100.0	10462918	Fajardo Garcia	Anna	Bells Hill Elementary
+	4346	Filled	100.0	10217683	Gallardo	Diana	Bells Hill Elementary
+	4122	Filled	100.0	21025756	Gallegos	Clarisa	Bells Hill Elementary
+	5631	Filled	100.0	10139216	Gallegos	Cynthia	Bells Hill Elementary

View Contracts
Contract Renewal

4. Verify that the **Next Contract Name** column for each employee is showing the correct contract for the upcoming year. If there are any corrections needed, please contact the HR Department. For each employee, check the appropriate box for **Renew**, **Non-Renew/Termination**, or **Hold**.

Contract Renewal

Unprocessed: 0 Renew: 78 Non-Renew: 0 Hold: 0

Result Page: 1 | 2 | 3 || Results 1-30 of 78 || Sort Sorted by:

Current Contract Name	Next Contract Name	Employee	ID	Renew	Non-Renew / Termination	Hold	Current Year	Reason
Letter of Assurance	Letter of Assurance	Aguilar, Margarita	10380140	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Letter of Assurance	Letter of Assurance	Anderson, Tina Janice	10377978	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Letter of Assurance	Letter of Assurance	Austin, Bethany Corleen	10335710	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Administrator Probationary Co	Administrator Probationary Co	Baney, Anthony David	10462803	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Letter of Assurance	Letter of Assurance	Banuelos, Stephanie	10457636	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 1	Probationary Contract Yr 2	Beam, Emily Anne	10536865	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 4 to	Probationary Contract Yr 5 to	Beam, Michelle	10301633	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Letter of Assurance	Letter of Assurance	Billedo, Alejandra Angelica	21072842	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Professional Term Contract to	Professional Term Contract to	Caballero, Eunice	10022284	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 3	Probationary Contract Yr 5	Chase, (Dusti) Ashley	10301916	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	

5. If **Non-Renew/Termination** or **Hold** are selected, click on the Reason column to the right to select the best descriptor.

ID	Renew	Non-Renew / Termination	Hold	Current Year	Reason
10380140	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0 of 1	Default Hold Reason
10377978	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	Default Hold Reason
10335710	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
10462803	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
10457636	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	

6. Once all employees have been marked, scroll to the bottom of the window and select the '**Verify Status**' option

Professional Term Contract to	Professional Term Contract to	Gonzalez, Aldo	10019697	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 of 1	
Letter of Assurance	Letter of Assurance	Guerrero, Laura	21018523	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Letter of Assurance	Letter of Assurance	Guerrero, Sandra L	10014371	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 2	Probationary Contract Yr 3	Hamilton, Katelyn Kelsy	10121021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 2	Probationary Contract Yr 3	Hanna, Mary Kate	10122472	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Probationary Contract Yr 2	Probationary Contract Yr 4	Hardesty, Marianne Louise	10380268	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	
Professional Term Contract to	Professional Term Contract to	Hernandez, Iris M	10021793	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 of 1	
Probationary Contract Yr 1	Probationary Contract Yr 2	Higgins, Allison R	10304437	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 of 1	

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[Return to Positions](#) [Verify Status](#) [View Details](#)

7. If you have any additional questions, please contact the HR Department for additional support.