



Dr. James Gray
Superintendent

Donna W. Joseph
Chief Human Resources Officer

JP SCHOOLS OFF-BOARDING CHECKLIST

- Submit an official separation notice (Resignation / Retirement) using one of the following options:
 - Submit electronically through Applitrack/Employee Portal:
https://www.applitrack.com/jppss/onlineapp/_employee.aspx
 - Submit paper form to immediate supervisor:
<https://www.jpsschools.org/cms/lib/LA50000440/Centricity/Domain/121/ResignationFormFeb2021.pdf>
- Return all applicable items (Keys, Access Key Cards (501, Emenes, 4600), ID Badge, Teaching Materials, District/School-issued equipment, etc.) are returned directly to the school/department.
- Return all applicable district issued devices (Chromebooks, Laptops, Hotspots, iPhones, Push-to-Talk, etc.) are returned DIRECTLY to the Technology Department.
 - District-issued devices must be returned to either of the following Technology Repair Center locations between 7:30 A.M. – 4:30 P.M.:
 - 4600 River Road, Marrero (Westbank)
 - 822 S. Clearview, Harahan (Eastbank)
- Ensure that you have saved any files that you need from your JP Gmail and/or Google Drive. Once your separation is processed, you will lose access to the account, and it will not be turned back on.
- Any/all benefits (Medical, Dental, Vision, etc.) END on the last day of the month in which you separate. Contact the Benefits Department directly at (504) 349-8564 for additional information.
- To ensure you receive important communications such as your W2 and benefits information after you separate, if your address changes prior to the end of the year, ensure that you complete a Former Employee Address Change via the following link:
https://docs.google.com/forms/d/e/1FAIpQLSfNoPsNWvxOuQ5d8pNHmlBcvk3wpeauYqg2_THYLvUJ5Ubeyg/viewform
- Employee Online – Even as a former employee, you will continue to have access to paystubs, prior W2s, etc., via the following link: <https://jppss-eo.businessplus.powerschool.com/ifas7/login/login.aspx?ReturnUrl=%2fBusinessPLUS%2femployeeonline%2fEOHomePage>