



**\* SELF EXIT PROCESS**

 **Employee Access**

Jump to Other Dashboards

- \*Calendar
- Skyward User**
- Employee
- Reset Dashboards Select Widgets

 Task Manager (1)

| Date              | Task Summary       | Subject    |
|-------------------|--------------------|------------|
| Mon Aug 09 2:34pm | TRANSFER: APPROVAL | BETANCOURT |

District Information 

**Eagle Mountain Saginaw I S D**  
 1200 OLD DECATUR RD  
 FORT WORTH TX 76179

Task Processes 

- PR COMPENSATION CONCERN WORKSHEET
- PERMIT RESIGNATION/RETIREMENT FORM

True Time Status 

Status:

Due to District Settings, access to True Time has been limited because the IP address for this computer is not within the range of IP addresses that are allowed for True Time.

|                   |               |
|-------------------|---------------|
| 01/07/2022 Total: |               |
| Scheduled Hours:  | <b>7h 30m</b> |
| Weekly Total:     |               |

My Time Off Status 

| Time Off Code        | Remaining | Approved | Waiting | Available |
|----------------------|-----------|----------|---------|-----------|
| COMP HRS             | 0h 00m    |          |         | 0h 00m    |
| JURY DUTY            | 0 Days    |          |         | 0 Days    |
| PERSONAL LEAVE-STATE | 5 Days    |          |         | 5 Days    |
| SICK LEAVE-LOCAL     | 7 Days    |          |         | 7 Days    |
| VACATION             | 0 Days    |          |         | 0 Days    |
| VACATION ACCUMULATED | 0 Days    |          |         | 0 Days    |
| xDOCK                | 0 Days    |          |         | 0 Days    |

[Add Time Off Request](#)



**Click Select Widgets to turn on the Task Manager & Task Processes “widgets”.**

## Dashboard Maintenance



Skyward User

Employee

### Everyone's Widgets

- Calendar Events
- Last Five Logins
- Skyward Twitter Feed
- ★ District Information
- RSS Feeds
- Web Favorites

### Employee Widgets

- AP Payments
- ★ Favorites
- ★ My Time Off Status
- ★ Recent Programs
- Task Processes
- ★ District News
- ★ My Print Queue
- Notifications
- Task Manager
- True Time Current Status

★ Indicates a widget that is suggested by the district.

Save

Add  
Dashboard

Rename  
Selected  
Dashboard

Delete  
Selected  
Dashboard

Reset  
Selected  
Dashboard

Uncheck  
All Items

Back

Please select **Task Manager** and **Task Processes**. Click the **Save** button.

Jump to Other Dashboards

- \*Calendar
- Skyward User**
- Employee
- Reset Dashboards Select Widgets

Task Manager (1)

| Date              | Task Summary          | Subject |
|-------------------|-----------------------|---------|
| Mon Aug 09 2:34pm | TRANSFER: APPROVAL BE |         |

District Information

**Eagle Mountain Saginaw I S D**  
 1200 OLD DECATUR RD  
 FORT WORTH TX 76179

Task Processes

- PR COMPENSATION CONCERN WORKSHEET
- SUBMIT RESIGNATION/RETIREMENT FORM**

True Time Current Status

Status:

Due to District Settings, access to True Time has been limited because the IP address for this computer is not within the range of IP addresses that are allowed for True Time.

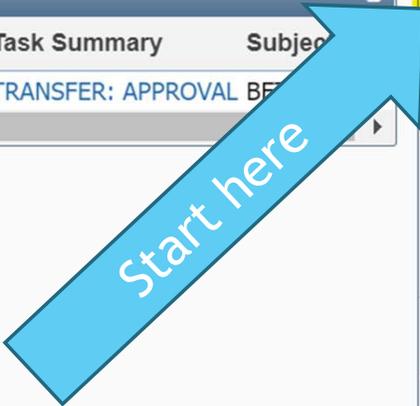
|                   |        |
|-------------------|--------|
| 01/07/2022 Total: |        |
| Scheduled Hours:  | 7h 30m |
| Weekly Total:     |        |

My Time Off

| Time Off Code        | Available | Used   |
|----------------------|-----------|--------|
| COMP HRS             | 16h 00m   |        |
| JURY DUTY            | 0 Days    | 0 Days |
| PERSONAL LEAVE-STATE | 5 Days    | 5 Days |
| SICK LEAVE-LOCAL     | 7 Days    | 7 Days |
| VACATION             | 0 Days    | 0 Days |
| VACATION ACCUMULATED | 0 Days    | 0 Days |
| xDOCK                | 0 Days    | 0 Days |

[Add Time Off Request](#)

Resignation not submitted until step 6



In the Task Processes widget, select Submit Resignation Form.

# TM Process: SUBMIT RESIGNATION/RETIREMENT - EMPLOYEE

Employee:

Employee submission of resignation/retirement form to Eagle Mountain-Saginaw ISD. Completion of this process serves as employee's official resignation from the District.

## 1. RESIGNATION FORM

Complete the resignation/retirement form below to formally notify your supervisor and Eagle Mountain-Saginaw ISD of your intent to resign from the District. Resignations must be approved by Human Resources. You may attach a letter of resignation in the attachment section of this process but the resignation form below is required of all exiting employees. If you would like to talk with someone in Human Resources before completing this form please call (817) 847-2760.

\*POSITION:

\*CAMPUS/DEPARTMENT:

Your resignation effective day should be an active work calendar day.:

\*RESIGNATION DATE:

\*REASON FOR LEAVING:

OTHER DISTRICT:

Were you provided with the training, information, & equipment you need to do your job?:

RESOURCES:

Overall, how fairly were you treated?:

FAIRNESS:

How often did you feel your contributions were recognized?:

RECOGNITION:

How realistic were the expectations that were set for you?:

EXPECTATIONS:

How well did your supervisor treat you?:

TREATMENT:

Have you felt supported by your supervisor?:

ENCOURAGEMENT:

Would you recommend Eagle Mountain-Saginaw ISD as a great place for a friend to work?:

RECOMMEND:

## SUBMIT RESIGNATION FORM

1. RESIGNATION FORM
2. EXIT PROCEDURES
- PAYROLL & BENEFITS
4. ...
5. ...
6. ... Task

Read the instructions

This section is required.

Step 1 of 6

### Process History

TM Process:

Read the important district exit information provided.



Employee: CLEVEGRO000 CLEVELAND, GROVER S

Employee submission of resignation/retirement form to Eagle Mountain-Saginaw ISD. Completion of this process serves as employee's official resignation from the District.

## 2. EXIT PROCEDURES

Please review the following information for exiting employees.

1. Separating employees are asked to provide the District with a forwarding address, personal email, and phone number. Please log into Employee Access and ensure that your information is up to date. Instructions can be found in the "Attachments" section of this task. :
2. All district property must be returned to the District upon separation from employment. The District may withhold the cost of any items not returned from the final paycheck including the rekeying of a building because of failure to return keys. Other property includes but is not limited to: ID badge, technology, key cards, keys, athletic equipment, other.
3. Please contact the TRS Teacher Retirement System if you have any questions regarding your retirement benefits or if you decide not to participate in TRS any further. **\*\*TRS Help Line 800.233.8778\*\*** :
4. Your district technology access will be locked effective the date of your resignation. Professional development information can be downloaded in Eduphoria prior to that date. :
5. If you are participating in summer school, summer athletics, summer curriculum writing, or any other activities after the end of your regularly scheduled contract end date, please adjust your resignation date to after the conclusion of these activities. :
6. Leave allocations will be prorated if an employee separates from employment with the District before his or her last duty day of the year. The employee's final check will be reduced by the amount of leave used beyond the prorated amount. :

## SUBMIT RESIGNATION FORM

1. RESIGNATION FORM
2. EXIT PROCEDURES
3. PAYROLL & BENEFITS
4. Notes
5. Attachments
6. Choose Next Task

Step 2 of 6

Previous

Next

Process History

Save and Finish Later

Reassign Task

Read the important payroll & benefit information provided.



Employee: CLEVEGRO999 CLEVELAND, GROVER S

n-Saginaw ISD.

Completion of this process serves as employee's official resignation from the District.

### 3. PAYROLL & BENEFITS

For more information about payroll or benefits please send an email to payroll@ems-isd.net. \*\*For retirement information and/or assistance please call the TRS Help Line at (800) 223-8778.

#### PAYROLL INFORMATION FOR MONTHLY EMPLOYEES:

If you terminate employment with the District, your insurance and benefits will end at midnight on the last day of the month in which your termination is effective.

Employees that terminate employment with the District and complete the number of workdays assigned to your school year work calendar will continue to receive a paycheck until August if calendar days were from 187-199, through July if calendar days were from 200-230, or June if calendar days were 235.:

#### PAYROLL INFORMATION FOR HOURLY/PART-TIME/TEMPORARY EMPLOYEES:

For those employees that terminate employment with the District you will receive your final paycheck when all accounted time sheets have been received according to the payroll schedule.

#### BENEFIT INFORMATION FOR MONTHLY EMPLOYEES:

If you terminate employment with the District before completing the number of work days assigned to your school year work calendar, your insurance and benefits will end at midnight on the last day of the month in which your termination is effective.

For those employees that have terminated employment and complete the number of work days assigned to your school year work calendar, the District will terminate your benefits on July or August 31st of the at current year.

#### BENEFIT INFORMATION FOR HOURLY/PART-TIME/TEMPORARY EMPLOYEES:

If you terminate employment with the District, your insurance and benefits will end at midnight on the last day of the month in which your termination is effective.

## SUBMIT RESIGNATION FORM

1. RESIGNATION FORM
2. EXIT PROCEDURES
3. PAYROLL & BENEFITS
4. Notes
5. Attachments
6. Choose Next Task

Step 3 of 6

Previous

Next

### Process History

Save and Finish Later

Reassign Task

## TM Process: **SUBMIT RESIGNATION/RETIRMENT - EMPLOYEE**



Employee:

Employee submission of resignation/retirement form to Eagle Mountain-Saginaw ISD. Completion of this process serves as employee's official resignation from the District.

### 4. Notes

| <i>There are no records to display; check your filter settings.</i> |
|---|

- Add
- View
- Delete

### **SUBMIT RESIGNATION FORM**

- RESIGNATION FORM
- EXIT PROCEDURES
- PAYROLL & BENEFITS
- Notes**
- Attachments
- Choose Next Task

Step 4 of 6

- [Previous](#)
- [Next](#)

#### Process History

- Save and Finish Later
- Reassign Task

0 records displayed

Click the **Description Links** to read important information.

TM Process: SUB



Employee: CLEVEGRO000 CLEVELAND, GROVER S

Employee submission of resignation/retirement form to Eagle Mountain-Saginaw ISD. Completion of this process serves as employee's official resignation from the District.

### 5. Attachments

### SUBMIT RESIGNATION FORM

1. RESIGNATION FORM
2. EXIT PROCEDURES
3. PAYROLL & BENEFITS
4. Notes
5. Attachments
6. Choose Next Task

- View Attachment
- Add File
- Add Link
- Edit
- Delete

Read the instructions to verify your contact information is up to date.

| Description ▲  | Step | Attached File | Date Modified |
|--|------|---------------|---------------|
| There are no records to display; check your filters. |      |               |               |

0 records displayed

Step 5 of 6

- Previous
- Next

#### Process History

- Save and Finish Later
- Reassign Task

## TM Process: SUBMIT RESIGNATION/RETIRMENT - EMPLOYEE



Employee:

Employee submission of resignation/retirement form to Eagle Mountain-Saginaw ISD. Completion of this process serves as employee's official resignation from the District.

### 6. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

Required information must be completed.

You are in the Organization Chart multiple times. You must complete all skipped steps. You must select a supervisor for this process. You must complete all skipped steps before completing this task.\*\*

Select Supervisor:

### SUBMIT RESIGNATION FORM

- 1. RESIGNATION FORM (Skipped)
- 2. EXIT PROCEDURES
- 3. PAYROLL & BENEFITS
- 4. Notes
- 5. Attachments
- 6. Choose Next Task

Step 6 of 6

#### Process History

## TM Process: SUBMIT RESIGNATION/RETIRMENT - EMPLOYEE



Employee: CLEVEGRO000 CLEVELAND, GROVER S

Employee submission of resignation/retirement form to Eagle Mountain-Saginaw ISD. Completion of this process serves as employee's official resignation from the District.

### 6. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

RESIGNATION NOTIFICATION  
(Select Supervisor)

You are in the Organization Chart multiple times.  
You must select a supervisor for this process.

Select Supervisor: PARTAIN, SARAH E

Follows the org chart.  
You will see your  
supervisor's name.

### SUBMIT RESIGNATION FORM

1. RESIGNATION FORM
2. EXIT PROCEDURES
3. PAYROLL & BENEFITS
4. Notes
5. Attachments
6. Choose Next Task

Once you click the button the window will close and move to your supervisor. You will receive a confirmation email.

Step 6 of 6

Previous

#### Process History

Save and Finish Later

Reassign Task

If you plan to resign at your 2023-2024 Assignment end date, your official end date can be found in Skyward Employee Access.

**Employee Access**

**Demographic**  
Employee Info  
Address

**Personnel**  
Personnel Info  
Lane/Step History  
Prof Development

**Assignments**

Certifications  
1095-C  
1095-B

**Payroll**  
Checks  
Check Estimator  
Calendar YTD  
Fiscal YTD  
History Report  
W2 Information  
W4 Information  
1095 Forms

**Time Off Status**

**Employee Letters**

**Attachments**

**Employee**  
Employee: CLEVELAND GROVER S

**Assignments**

**Assignment Information**  
Assignment Year: 2021 - 2022

Views: General Filters: \*Skyward Default

| Position        | Assignment       | Group                   |
|-----------------|------------------|-------------------------|
| ▼ SIGNING BONUS | FOREIGN LANGUAGE | STIPEND - SIGNING BONUS |

Expand All Collapse All Modify Details (displaying 6 of 6) View Printable Details

- ▶ Position Information
- ▶ Assignment Information
- ▶ **Term Information**
- ▶ Salary Information
- ▶ Payroll Information
- ▶ Payroll Account Distribution

**Term Information**

|                |  |             |            |
|----------------|--|-------------|------------|
| Calendar:      | 187 Day Calendar - Professional & Para | Days:       | 187.00     |
| Start Date:    | 08/04/2021                             | End Date:   | 05/27/2022 |
| Hours:         | 1,402                                  | Minutes:    | 30         |
| Hours Per Day: | 7:30                                   | % Employed: | 100.000%   |
| FTE:           | 1.00000                                | Calc FTE:   | 1.00000    |

20 1 records displayed