

TalentEd Resignation/Retirement Instructions

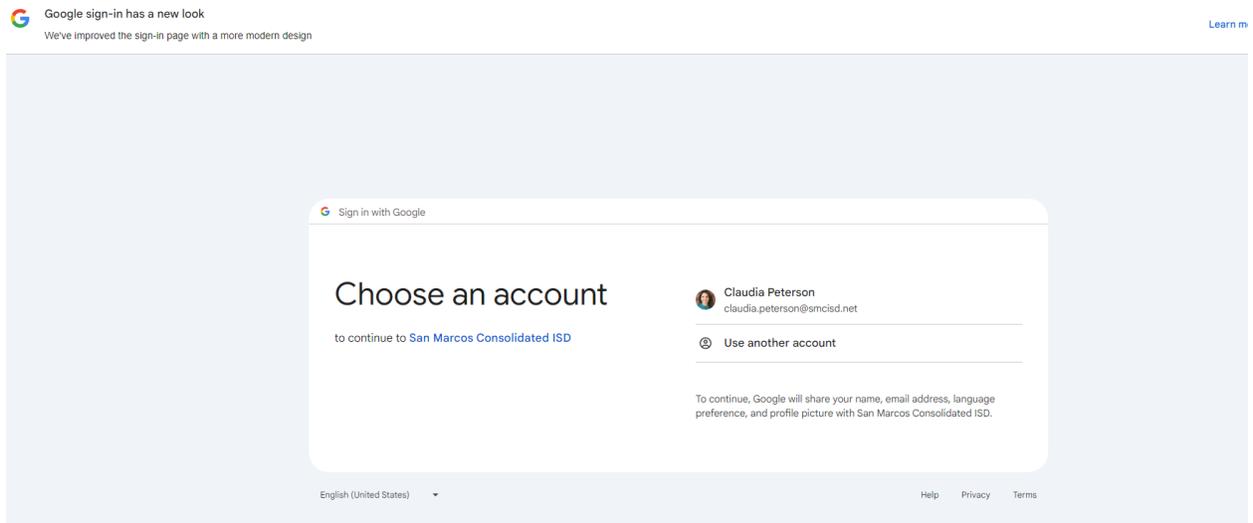
1. Accessing TalentEd

Using our Staff Portal → Rattler HQ → Human Resources, you can access your [TalentEd](#)

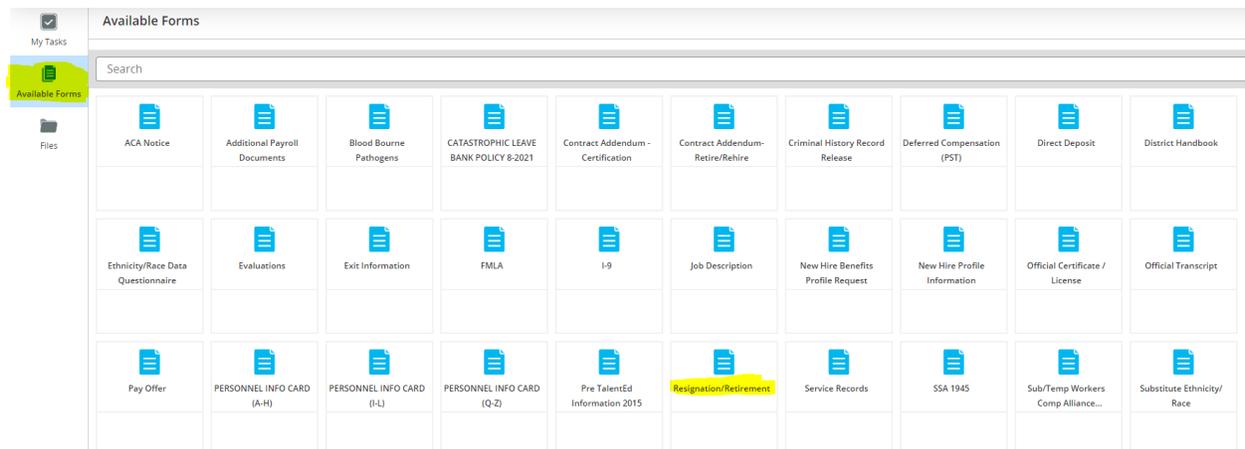


2. Login Single Sign-on Page

Select your SMCISD network credentials



3. Under your Records account, select Available Forms, and Resignation/Retirement



4. Complete all the fields (boxes) on the form, sign it, and select *Save Final*

Completion of this form indicates your voluntary resignation/retirement from SMCISD. Do not complete this form if you are transferring to another department, campus or position within SMCISD

RESIGNATION/RETIREMENT FORM

Please complete all information in the "Employee Information Section" below to notify San Marcos CISD of your resignation and/or retirement. You must submit this entire form. Upon acceptance of this resignation and/or retirement by the district, you will be contacted with any additional instructions.

Important: Submission of this document does not constitute release from contract. The Superintendent or Designee is the sole authority that can approve resignations and authorize release.

If you are a teacher resigning at the end of the school year, fulfilling your contract, your final pay will be issued in August and medical benefits will end on the last day of the month in August.

Employee Information Section

Today's Date: First/Last Name:

SS # Personal Email: Phone:

(only last 4 digits)

Forwarding/New Address: City: State:

Zip Code:

Job Title: Current Campus/Grade Level/Dept.:

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5. Upon HR approval, employee will receive an *Employee Exit checklist*, sent to the employee's TalentEd Records account, under *My Tasks*. A total of four (4) forms requires action. Instructions regarding the district's employee exit process are provided in these forms.

Task	Related Staff	Checklist	Due Date	Delete	Actions
Memorandum	Account_Test	Employee Exit	5/31/2023		View
Exit Records	Account_Test	Employee Exit	5/31/2023		View
Exit Benefits	Account_Test	Employee Exit	5/31/2023		View
Exit Personnel Information Form	Account_Test	Employee Exit	5/31/2023		View