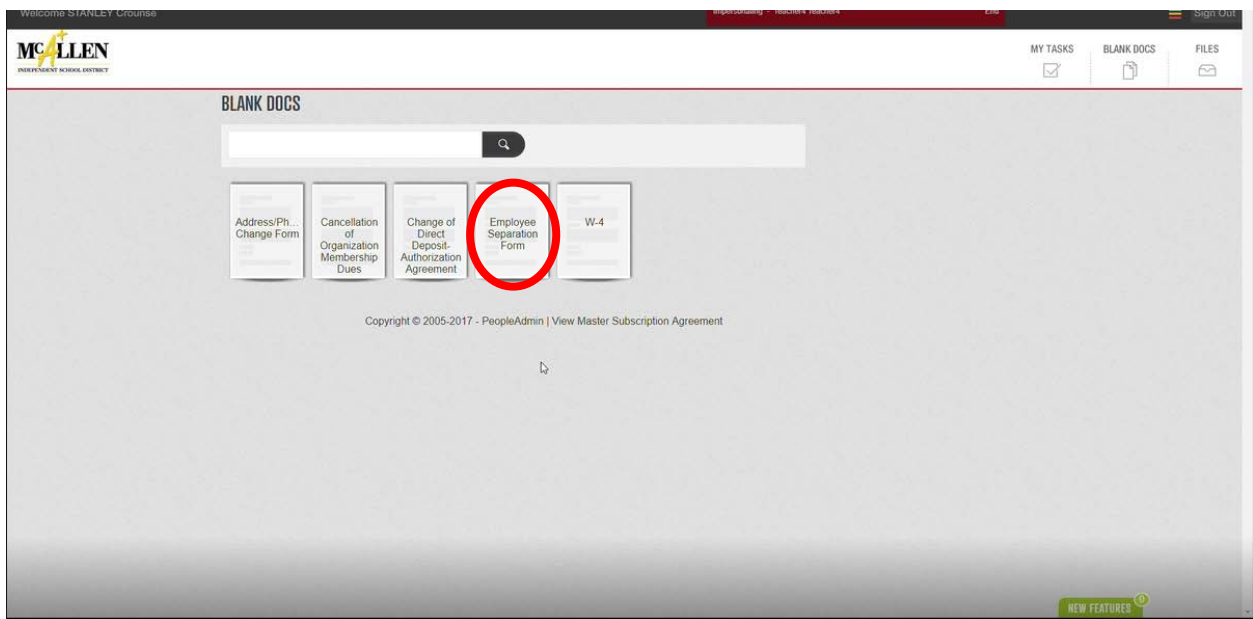


1. Logon to TalentEd Records. <https://mcallenisd.tedk12.com/records> This is the same logon used to sign your contract.
2. Select the **BLANK DOCS** icon in the upper right corner of the window.



3. You will see a number of blank documents you can initiate in this window. This is the same place you are able to submit changes requests for your address, membership dues cancellation, direct deposit, and your W-4.
4. Select the document labeled **Employee Separation Form**.

McALLEN
INDEPENDENT SCHOOLS DISTRICT

WELCOME STANLEY COURAGE

BLANK DOCS

Address/Ph...
Change Form

EMPLOYEE SEPARATION FORM (E-FORM)

EMPLOYEE SEPARATION FORM

The district would appreciate your input. Your feedback is valuable in continuing the mission of lifelong learning for all members of our community. For continuation of medical and other benefits, applicable cost and direct payment arrangements, contact the Employee Benefits Office at (956) 618-6007.

Employee ID *
100913

Primary Location *
DEPARTMENT OF ATHLETICS

Job Title *
Teacher

Position Status *

Administrator
 Teacher
 Other Campus Professional
 Paraprofessional (Clerical)
 Paraprofessional (Instructional)
 Auxiliary

How long have you worked in McAllen ISD? *

What initially attracted you to McAllen ISD? *

CLOSE PRINT PRINT AS PDF SAVE DRAFT SAVE FINAL

NEW FEATURES

- Once the Employee Separation Form loads, you will see that your Employee ID, Primary Location, and Job Title are pre-populated for you.
- Complete all remaining questions on the form. The entire form will take approximately 5 minutes to complete.

McALLEN
INDEPENDENT SCHOOLS DISTRICT

WELCOME STANLEY COURAGE

BLANK DOCS

Address/Ph...
Change Form

EMPLOYEE SEPARATION FORM (E-FORM)

What did you like least about the district and your job? *

I would like to be paid more to help offset the money I use to buy supplies.

Do you have any suggestions for improvement for the district or your department/school? *

More professional development in my field.

Is there anything that has not been asked that you would like to share? *

I hope to return to McAllen ISD someday.

FOR HR USE ONLY

HR Workflow

ATTACHMENTS

HR Acknowledgement Letter

CLOSE PRINT PRINT AS PDF **SAVE DRAFT** **SAVE FINAL**

NEW FEATURES

- When you reach the final free response question, select **SAVE FINAL** to continue to the final step. (If you want to review and submit later, select **SAVE DRAFT**.)

Welcome STANLEY Crease

McALLEN
INDEPENDENT SCHOOLS DISTRICT

BLANK DOCS

Address/Ph
Change Form

EMPLOYEE SEPARATION FORM (E-FORM)

ATTACHMENTS

HR Acknowledgement Letter

Please Click to View/Hide the Workflow

WORKFLOW

Attached Workflow

Employee Separation Form

Current Status

Submitted

Submitted By

Teacher4 Teacher4

Workflow Steps

Current 1 Signature by Direct Report: Teacher4 Teacher4

SIGN

Current User

STANLEY Crease

Date

7/17/2017

Signature * SC

I have read and accept the Electronic Signature Statement *

CLOSE PRINT PRINT AS PDF SUBMIT

NEW FEATURES

8. Once you select SAVE FINAL, the signature portion will load.
9. Enter your full name and check the agreement box.
10. Select SUBMIT to finalize your Separation Form.

Your document will then continue the workflow to Human Resources where the exit steps are completed. Once finalized by Human Resources, full-time employees will receive an acknowledgement letter in the mail.