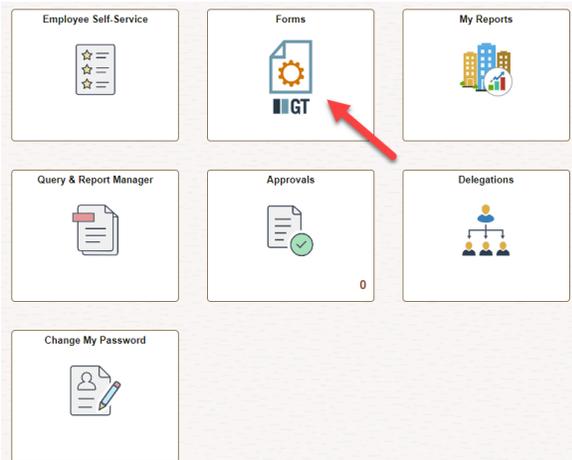


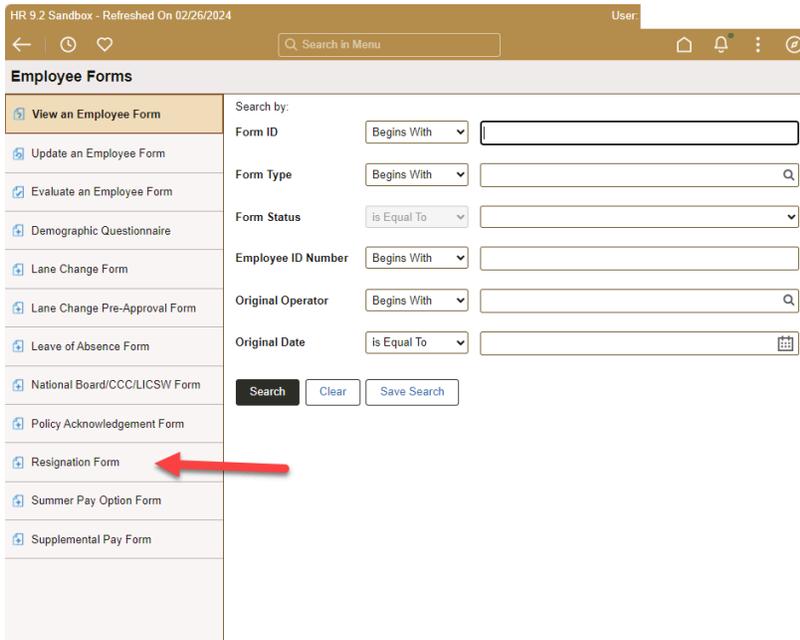
1. Login to Employee Self Service. [Login here](#)
2. Click on the Forms tile.



3. Click on the Employee Forms tile.



4. Click on the Resignation Form tab.



The screenshot shows the 'Employee Forms' search interface. On the left is a sidebar with various form types, including 'Resignation Form' (highlighted with a red arrow). On the right is a search filter section with the following fields:

Search by:	Filter	Value
Form ID	Begins With	<input type="text"/>
Form Type	Begins With	<input type="text"/>
Form Status	is Equal To	<input type="text"/>
Employee ID Number	Begins With	<input type="text"/>
Original Operator	Begins With	<input type="text"/>
Original Date	is Equal To	<input type="text"/>

Buttons: Search, Clear, Save Search

## 5. Complete the resignation form.

HR 9.2 Sandbox - Refreshed On 02/26/2024 User

← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | 🔔 | ⋮ | 🔄

### Employee Forms

- View an Employee Form
- Update an Employee Form
- Evaluate an Employee Form
- Demographic Questionnaire
- Lane Change Form
- Lane Change Pre-Approval Form
- Leave of Absence Form
- National Board/CCC/LICSW Form
- Policy Acknowledgement Form
- Resignation Form**
- Summer Pay Option Form
- Supplemental Pay Form

#### ➕ Create a Form : Resignation Form Form ID 725322 (NEW)

[Resignation eForm Instructions](#)  
Upon separation of employment from SPPS, the employee must return all SPPS electronic devices, ID badge and keys to their administrator/supervisor. All SPPS accounts will be disabled by Technology Services Department on termination date except Employee Self Service to view final paycheck information and year end W-2 tax form information.  
This resignation form will inactivate all jobs. If a secondary job should remain active please email payroll@spps.org.

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#### Personal Information

Please review and update address, email and phone number as needed.

Employee ID Number	<input type="text" value=""/>	Name	<input type="text" value=""/>
*Address Line 1	<input type="text" value="123 Main Street"/>	*Primary Telephone	<input type="text" value=""/>
*City	<input type="text" value="Saint Paul"/>	Personal Email Address	<input type="text" value=""/>
*State	<input type="text" value="MN"/>		
*Postal Code	<input type="text" value="55104"/>		

**Verify your personal information, update if needed.**

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#### Job Information

Please enter your last day worked in the field below. Your official resignation date will be the day after your last day worked.

Job Code	955 Tchr - Grade 1	Location Code	422 Battle Creek Elementary
Department	GEN422XXX General Classroom Staff	Supervisor ID	
Employee Classification	U Regular	Regular/Tempor...	Regular
FTE	1.000000	Union Code	51 SPFE - Teachers
*Last Date Worked	<input type="text" value=""/>	*Resignation Reason	<input type="text" value=""/>

**Enter your last day worked**      **Enter the reason for resignation**

- Exit Interview is optional and all information is kept confidential. If you would like to provide feedback regarding your experience working with SPPS please provide it on this page of the form.

If you do not wish to complete the survey simply click “Submit” without answering the exit interview questions.

Otherwise, provide feedback and submit the form by clicking on the “Submit” button at the bottom of the page.



All answer will be kept confidential and not seen by your supervisor. Your answers below will only be sent to Human Resources. You can leave blank any questions you prefer not to answer.

**Exit Interview**

Please identify any of the factors contributing to your decision to resign at this time.

Wages paid are too low compared to work expectations  No

Benefits do not meet personal and/or family needs  No

Poor relationship or incompatibility with direct administrator/s...  No

Poor relationship or incompatibility with coworkers/peers  No

Incompatibility with district policies, initiatives, and/or strategic direction  No

Workload interferes with family role(s) and/or responsibilities  No

Lack of recognition  No

Changing to a different career path  No

Expected to work outside of job description  No

Concerns with workplace culture with respect to equity and inclusion  No

Other  No

Lack of leadership opportunities or career advancement opportunities  No

Working conditions  No

Please offer some additional details about your experience with this factor, in your work setting

Would you like to be contacted about an exit interview?  No

[Previous](#)

[Submit](#)

