

Steps for the online separation process

Got to www.houstonisd.org

The screenshot displays the HISD website interface. At the top, a yellow banner reads "Take the 2020–2021 HISD COVID-19 Response Parent Survey". Below this is a search bar and social media icons. The main navigation bar includes "About Us", "Board", "Students & Parents", "Directory", "Careers", "myHISD", and "HISDtv". A red circle with the number "1" is positioned in the top right corner. The "myHISD" menu is open, showing options like "Log in to myHISD", "Employee Email (Office)", "OneSource", "Password Reset", "OnTrack", "Benefits", "Duty Schedules", "Employee of the Month", "HISD Badges", "Human Resources", "New Hires", "Professional Dev.", and "Salary Schedules". A red circle with the number "2" highlights the "OneSource" option. Below the navigation bar, there are banners for "CLASS OF 2021 VIRTUAL GRADUATION" and "HISD @ H.O.M.E. TV". At the bottom, there are sections for "HISD @ H.O.M.E.", "BOARD OF EDUCATION'S MISSION & POLICY", and "TEXAS READING ACADEMIES".

Holtz Independent School District

OneSource

User *

Password *

Log On

Enter your login credentials

OneSource

Employee Self-Service | My Inbox | SAP ECC GUI | Manager Self-Service | SAP Access Request | HRBP Portal Menu | BI Analytics | Summer School Search

Employee Self Service Menu

Employee Self-Service > Emp...

Portal Message

1. Be sure to select the "Employee Self Service" tab

2. Enter the last 6 digits of your SSN

Authentication

User Authentication

Please enter last 6 digits of your SSN

submit

Search:

3

Portal Message

Employee Services

Directory Index



Personal Information

Personal Profile



Time & Leave

Leave Request & Holidays

Certify Working Time



Payment

Pay Statement

Total Rewards Statement

Employee Stipend History

Employee Compensation History

W-4 Tax Withholding

Election for Online W-2

View Online W-2

Instructions for your Electronic W2

Select



Contracts & Forms

Voluntary Separation

SSLB Enrollment/Disenrollment



Employee Quick Links

OneSource Me



Reports

Workflow Inbox Report

Voluntary Separation for Employee:

Check Send

Voluntary Separation

Voluntary S

Once complete select "Check" then "Send"

Complete the data below

5



Employee Information

Employee: [text box]
Position: [text box]
Org. Unit Name: [text box]

Personnel Number: [text box]
Position Number: [text box]
Org Unit Text: 1030804000

Enter the following information

* Separation Effective Date: 09/29/2020
* Last Working Date: [text box]
* Personal Email: [text box]
* Reason: [dropdown menu]

- I understand that I must contact either the HISD Retirement Storefront or TRS directly in order to retire from TRS. This form only designates my separation from HISD as an employee.
Employees that resign in good standing may be eligible to re-apply.
Employees with a Chapter 21 Contract that resign during the school year or after the penalty free period; eligibility for re-employment may face restrictions.
Employees with a Chapter 21 Contract that resign effective the end of the school year or before the penalty free date (45 days before the first day of instruction of the following schoolyear), you are eligible for rehire at any time.

Please fill out this survey to help us support our human resources in the future: Survey Link

Please answer the following questions:

* If you are resigning at the end of the school year, are you or will you be teaching summer school?: [dropdown]
* If you are resigning at the end of the school year, do you wish to maintain benefits through August?: [dropdown]

If not indicated, your benefits will end the last day of the month in which you last work.

My Submittal of this form acknowledges I understand the following:

- I am resigning from the Houston Independent School District (HISD) and the campus / work location to which I am currently assigned.
I cannot rescind my resignation once it is accepted by HISD
It is my responsibility to return any HISD property including laptop computer and / or keys to the appropriate department.
My Email and Employee Portal account will be deactivated based on my effective date at 11:59p.m.
My Final Paycheck will be direct deposited.
My benefits coverage will end on the last day of the month worked, unless noted otherwise in the benefits question above.
Your Cobra information and W2 will be mailed to your address on file unless otherwise noted in the address change box below.

Requested Change to Mailing Address: US Address (type Address below) International Address (type Address in Comments)

Address Line 1: [text box]
City: [text box]
State: [dropdown]
ZIP Code: [text box]

Previous Comments:

[text box for previous comments]

New Comments:

[text box for new comments]