



ONLINE RESIGNATION PROCESS

Palm Beach County School District - Human Resources

Employee Manual

DIVISION OF HUMAN RESOURCES

Compensation and Employee Information Services

3300 Forest Hill Blvd., Suite A-152

West Palm Beach, FL 33406

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HR Customer Care Center

Phone:

561-434-8777 [Option 1] or 877-477-3722 [Option 1]

Email: AskHR@palmbeachschools.org

Overview

Employees resigning from one or more positions with the School District of Palm Beach County, will submit their Resignation Request online in the District's PeopleSoft System through **Self Service**. The **PBSD 1176 Employee Resignation/Termination** form will no longer be used for this process. *NOTE: This process is not to be used for Retirement purposes. A Retirement Application must be submitted to the Retirement Office for processing.*

Resignation Request Process

There are several stages of processing for an Employee's Resignation Request:

- The Employee submits the Resignation Request through Self Service in PeopleSoft.
- The Employee's Supervisor acknowledges receipt of the Resignation Request in PeopleSoft.
- The HR Office processes the Resignation Request in PeopleSoft.
- The Resignation Request is submitted to the Board at the next regularly scheduled Board Meeting.

Board Policy 3.20 - Timeline for Submission of Resignation

The timeline for submitting a **Resignation Request** is outlined in Board Policy 3.20. According to Board Policy, the Resignation must be submitted no later than ten (10) working days prior to the proposed effective date of the resignation.

Board Policy 3.20 - Effective Date of Resignation

According to Board Policy 3.20, the **Effective Date of Resignation** is the employee's last duty day physically on duty. (Unless the employee was on an authorized Leave of Absence.)

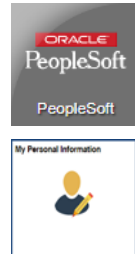
For additional information regarding Board Policy 3.20, please visit the **Board Policies** website. A link to the website is available under the **District Links** dropdown menu on the District's main website. (www.palmbeachschools.org)

Navigation

To submit the **Online Resignation Request** in **PeopleSoft Self Service**, you must be logged into the **Employee Portal** (www.mysdpbc.org).

Once in the **Employee Portal**:

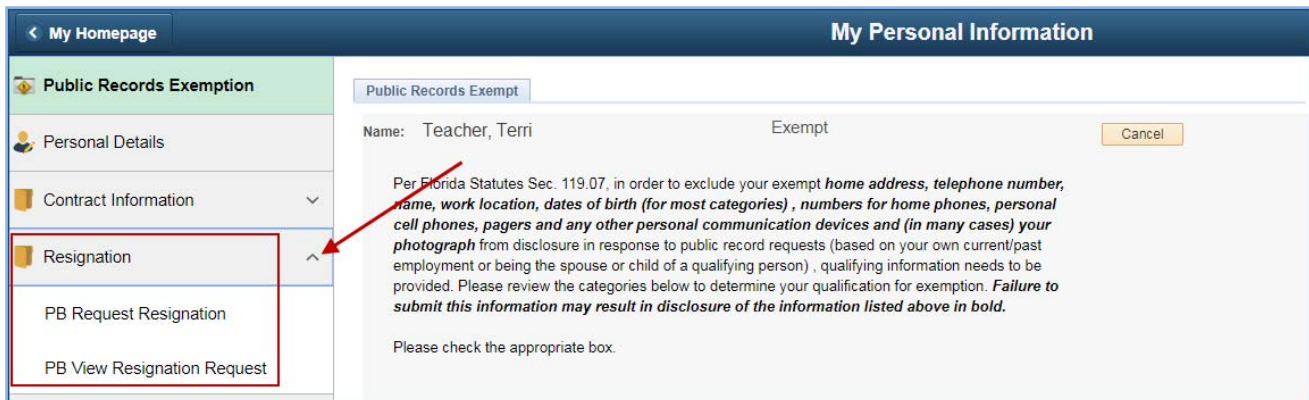
- Click on the *PeopleSoft* tile
- Click on the *My Personal Information* tile (on the *PeopleSoft* Homepage)



The **My Personal Information** page will appear displaying a left-side menu and your *Exemption* information in the center of the page.



In the left-side menu, click on **Resignation**. **PB Request Resignation** and **PB View Resignation Request** will display in the dropdown menu.



To submit a *Resignation Request*, click on **PB Request Resignation**.

To view a *Resignation Request* that already been submitted, click on **PB View Resignation Request**.

Entering the Resignation Request

The **Employee Resignation Request** page will display, listing the job(s) you currently hold with the School District of Palm Beach County.

The job(s) you choose to resign from will fit one of the scenarios below:

- One Job with the District.
- More than one Job with the District - Resigning from the Primary Job, Only.
- More than one Job with the District - Resigning from all Jobs
- More than one Job with the District - Resigning from Secondary Job(s)

One Job with the District

If you have only one (1) job with the District, only one will be listed and you will click on the Select button.

Employee Resignation Request
Directions: Complete the application below and submit to notify the manager (Principal, Director, etc.) and Human Resources of your resignation. All fields with * are required.

Name: Employee, Edward Empl ID 1234567

Employee Job Information ⓘ
Select the job(s) you wish to resign from; selecting your primary job will result in termination from all secondary jobs.

Empl Record	Job Title	Department/School	Company Seniority Date	Service Years	Months of Service	Full/Part	Reg/Temp	Job Types	Effective Sequence	Request Resignation	Status	Union Code
0	Foreperson Custodial III	Garden Elementary	08/29/2014	2	6	Full-Time	Regular	Primary	0	Select		04F

A message will appear letting you know that by selecting your Primary Job to be terminated, you will need to answer questions in the next section. Even though you do not have an additional job, click **Yes** to acknowledge the message.

Employee Resignation Request
Directions: Complete the application below and submit to notify the manager (Principal, Director, etc.) and Human Resources of your resignation. All fields with * are required.

Name: Employee, Edward Empl ID 1234567

Employee Job Information ⓘ
Select the job(s) you wish to resign from; selecting your primary job will result in termination from all secondary jobs.

Empl Record	Job Title	Department/School	Company Seniority Date	Service Years	Months of Service	Full/Part	Reg/Temp	Job Types	Effective Sequence	Request Resignation	Status	Union Code
0	Foreperson Custodial III	Excellent Elementary	08/29/2014	2	6	Full-Time	Regular	Primary	0	Select		04F

Message

Selecting the Primary Job to be terminated may require you to answer questions on the next page (20000,707)

Yes No

More Than One Job With the District - Resigning Only From Primary Job

If you have more than one job with the District and will be resigning from only your **Primary Job**, you will click on the **Select** button next to the **Primary Job**.

NOTE: Selecting the Primary Job will terminate any other jobs you hold with the District unless you indicate, in the next section, that you are only terminating your Primary Job.

Employee Resignation Request
Directions: Complete the application below and submit to notify the manager (Principal, Director, etc.) and Human Resources of your resignation. All fields with * are required.

Name: Teacher, Terry Empl ID 1234567

Employee Job Information ?
Select the job(s) you wish to resign from; selecting your primary job will result in termination from all secondary jobs.

Empl Record	Job Title	Department/School	Company Seniority Date	Service Years	Months of Service	Full/Part	Reg/Temp	Job Types	Effective Sequence	Request Resignation	Status	Union Code
0	Tch Elem Music	Excellent Elementary	08/09/2016		6	Full-Time	Regular	Primary	1	Select		01T
1	Temp Curriculum Writer	Excellent Elementary	08/09/2016		6	Part-Time	Temporary	Secondary	0	Select		00Z

Once you click the **Select** button, the message below will appear letting you know that by selecting your **Primary Job** to be terminated, you will need to answer questions in the next section. Click **Yes** to acknowledge the message.

Message

Selecting the Primary Job to be terminated may require you to answer questions on the next page (20000,707)

Yes No

More Than One Job With the District - Resigning From a Secondary Job

If you have more than one job with the District and you will be resigning from a **Secondary Job**, you will click on the **Select** button next to that **Secondary Job**. *Note: If you have more than one Secondary Job that you wish to resign from, you will need to complete this process for each Secondary Job.*

Employee Resignation Request
Directions: Complete the application below and submit to notify the manager (Principal, Director, etc.) and Human Resources of your resignation. All fields with * are required.

Name: Teacher, Tommy Empl ID 1234567

Employee Job Information ?
Select the job(s) you wish to resign from; selecting your primary job will result in termination from all secondary jobs.

Empl Record	Job Title	Department/School	Company Seniority Date	Service Years	Months of Service	Full/Part	Reg/Temp	Job Types	Effective Sequence	Request Resignation	Status	Union Code
0	Tch Sec Foreign Lang Spanish	Acme High School	12/04/2002	14	4	Full-Time	Regular	Primary	0	Select		01T
1	Temp Tutor Certified	Acme High School	04/29/2010	6	11	Part-Time	Temporary	Secondary	0	Select		00Z
2	Temp Adult Ed Teacher	Acme High School AdEd	08/24/2015	1	7	Part-Time	Temporary	Secondary	0	Select		00Z
3	Temp Instructor Comm Educ	Acme High School	02/03/2011	6	2	Part-Time	Temporary	Secondary	0	Select		00Z

Termination Information Section

Once you have chosen a job to resign from, the **Termination Information** section will appear. You will need to fill out the required fields before electronically signing the request and submitting it.

There are three required sections you must complete in the **Termination Information** section:

- **Wish to Resign from all Jobs?**
- **Last Day at Work**
- **Resignation Reason**

Employee Resignation Request
Directions: Complete the application below and submit to notify the manager (Principal, Director, etc.) and Human Resources of your resignation. All fields with * are required.

Name: Employee, Ernie EmpID: 1234567

Select the job(s) you wish to resign from, selecting your primary job will result in termination from all secondary jobs.

EmpID	Job Title	Department/School	Company Security Date	Service Years	Months of Service	Full/Part	Reg/Temp	Job Types	Effective Sequence	Request Resignation	Status	Union Code
0	Foreperson Custodial III	Excellent Elementary	09/29/2014	2	6	Full-Time	Regular	Primary	0	Yes	In Process	04F

Termination Information

Action: Resignation

*Wish to Resign from all Jobs? [Dropdown] ←

*Last Day at Work [Calendar] ←

*Resignation Reason [Search] ←

Upload Resignation Letter

Comments [Text Area] 254 characters remaining

Method of Payment for Sick Leave Accrual [Dropdown]

*Sick Leave Option [Dropdown]

Employee Electronic Signature [Text] Submit Cancel

In the **Wish to Resign from all Jobs** field, click on the dropdown arrow to choose the correct answer.

- **N/A for Not Applicable** - If only resigning from one job
- **No** - If you have more than one job, but you are not resigning from all jobs
- **Yes** - If you have more than one job and you are resigning from ALL jobs

Termination Information

Action: Resignation

*Wish to Resign from all Jobs? [Dropdown]

*Last Day at Work [Calendar]

*Resignation Reason [Search]

Dropdown options: N/A, No, Yes

In the **Last Day at Work** field, click on the calendar icon to choose the date of your last physical day at work. *If you have been on a Leave of Absence, please speak with the Leaves Office for assistance.*

In the **Resignation Reason** field, click on the *Look Up* icon to choose your reason for resigning.

If you have a resignation letter to attach to your **Resignation Request**, click on the **Upload Resignation Letter** link. When the *File Attachment* window opens, navigate to the letter on your computer, then click *Upload* to upload it to your **Resignation Request**.

Termination Information

Action: Resignation

*Wish to Resign from all Jobs? [Dropdown]

*Last Day at Work [Calendar]

*Resignation Reason [Search]

Upload Resignation Letter ←

Comments [Text Area] 254 characters remaining

File Attachment

Choose File No file chosen

Upload Cancel

Method of Payment for Sick Leave Accrual Section

In the **Method of Payment for Sick Leave Accrual** section, you will need to make a choice from the **Sick Leave Options** dropdown menu.

Employees who resign, terminate or retire with a minimum of six (6) years of FRS service employment will receive compensation for unused sick leave at the maximum allowable

percentage per Florida Statute. For 6 years of service, it is 40%; for 7 - 10 years of service, it is 45%; for 10+ - 12 years of service, it is 50%; and for 12+ years of service, it is 100%.

All employees who have ten (10) consecutive years of service employment, must participate in the BENCOR Special Pay Plan. Upon separation with the District, Sick time payouts will be paid out based on IRS limits and transferred to the BENCOR Special Pay Plan for the employee. Allow six (6) to eight (8) weeks of Payroll processing time. (For more information regarding the BENCOR Special Pay Plan, please review the BENCOR information found on the District's Retirement/Resignation websites.)

Employee Resignation Request
Directions: Complete the application below and submit to notify the manager (Principal, Director, etc.) and Human Resources of your resignation. All fields with * are required.

Name: Employee, Ernie EmpID: 1234567

Employee Job Information
Select the job(s) you wish to resign from, selecting your primary job will result in termination from all secondary jobs.

Empl Record	Job Title	Department/School	Company Seniority Date	Service Years	Months of Service	Full/Part	Reg/Temp	Job Types	Effective Sequence	Request Resignation	Status	Union Code
0	Forperson Custodial III	Excellent Elementary	08/29/2014	2	6	Full-Time	Regular	Primary	0	Yes	In Process	04F

Termination Information
Action: Resignation
*Wish to Resign from all Jobs? [v]
*Last Day at Work: [05/15/15]
*Resignation Reason: []

Upload Resignation Letter
Comments: []
254 characters remaining

Method of Payment for Sick Leave Accrual
*Sick Leave Options: [v]

Employee Electronic Signature Submit Cancel

Terminal Pay for Unused Annual Leave for 12 month Employees

If you are a 12 month employee and you have unused Annual Leave time, you do not need to submit a request for payout. The Payroll Department processes the payout according to the following:

All 12 month employees are eligible for payment of accrued vacation time up to a maximum of 480 hours, or 500 hours if contract language supersedes State Statute. Any leave in excess of the maximum will be forfeited pursuant to State Statute and Board Policy. Annual Leave payout for 12 month employees with ten (10) or more years of consecutive District service, is paid out at 100%, based on limits, and transferred to the BENCOR Special Pay Plan.

Signing and Submitting the Resignation Request

Once you have filled out all the **Termination Information** fields (***Wish to Resign from all Jobs?; Last Day at Work; Resignation Reason***), uploaded your **Resignation** letter (if you have one), and chosen your **Method of Payment for Sick Leave Options**, you may click on the **Employee Electronic Signature** button to electronically sign your **Resignation Request**. Click **Submit**, when complete.

Empl Record	Job Title	Department/School	Company	Seniority Date	Service Years	Month of Service	Full/Part	Reg/Temp	Job Types	Effective Sequence	Request	Status	Union Code
0	Custodian	Excellent Elementary		03/18/2013	3	11	Full-Time	Regular	Primary	0	Yes	In Process	OAB

Exit Survey

Once you have submitted your **Online Resignation Request**, if you are resigning from a **Primary Job**, the **Exit Survey** page will appear. You will have an opportunity to respond to the various topics listed in the Survey and provide input regarding your experience with the District.

Viewing Your Resignation Request

You can view your **Resignation Request** by choosing **PB View Resignation Request** page from the **My Personal Information** page left-side menu.

Once your **Resignation Request** has been processed, you will see **Successful** in the **Resignation Request Status** field. If your Supervisor has acknowledged the request in PeopleSoft, you will also see their electronic signature. If you would like to print a copy of the information, click on the **Print Resignation Request** link.

Empl Record	Job Title	Department/School	Company	Seniority Date	Service Years	Month of Service	Full/Part	Reg/Temp	Job Types	Effective Sequence	Request	Status	Union Code
0	Custodian	Excellent Elementary		03/18/2013	3	11	Full-Time	Regular	Primary	0	Yes	In Process	OAB

Need to Know Tips

Resignation Process Timelines

Resignation Processing timelines may be impacted by Payroll processing periods. Resignation Requests cannot be processed while the system is down for Payroll processing, generally the Monday, Tuesday, and Wednesday of pay week. Requests submitted during this time, will be processed once Payroll processing is complete.

Sick or Annual Leave Payout Timelines

It will take up to six (6) to eight (8) weeks for Payroll to process Sick or Annual Leave Payouts. This includes transfers to the BENCOR Special Pay Plan on behalf of employees who have ten (10) consecutive years with the District.

District Property Returns

If you have any District Property (laptops, tablets, cellphones, keys, etc.), please return the items to your Supervisor prior to your last day.

Access Removal

All District access will be removed by the end of the day on the date of Resignation. As you will no longer have access to **PeopleSoft Self Service**, **District Email**, or any other **District Applications** after the access has been removed, you may want to make copies of any **Self Service** information, such as W-2's or Benefit information prior to that day. (Please note: If you will be moving after resigning, and it will not be out of state, be sure to update your address information in **Self Service** prior to your last day. If you will be moving out of state, you will need to submit a [PBSD 0108 Address Change form](#) to HR to update the information for you.) **Your last paycheck advice (paystub) will be mailed.**

HR Customer Care Center

If you have any questions regarding your **Resignation Request** or any other HR topic, please contact the **HR Customer Care Center** by phone, locally, at 561-434-8777 (Option 1) or, outside the area, at 877-477-3722 (Option 1).

If contacting by email, please send the email to AskHR@palmbeachschools.org.

