

Instructions on how to complete forms in Talent Ed Records

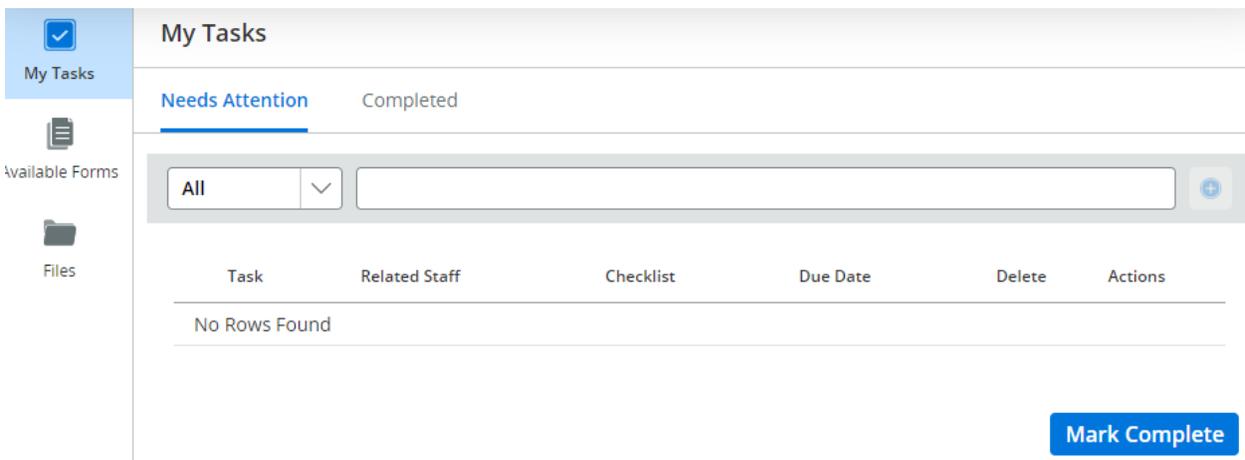
You will need to create a new account if you have never logged in before. Below is a link to log in.

[Click here](#)

The sign in page will look like this.



Once you are signed in you will click on available forms on the left hand side.



Here is where you will see any available forms that you are able to complete and submit. If you are a supervisor you will have access to the transfer form.

Available Forms

My Tasks

Available Forms

Files

Search

A+ Federal Credit Union Authorization

ADDRESS CHANGE

Direct Deposit

Request for Records

Resignation - End of Year

Resignation - Para-professional

Resignation - Teacher/Professional...

Retirement Form

SUB PAF

W-4

Complete the form and select save final at the bottom of the page. You can print the form for your records if needed. Once you hit the save final button the form will go through the correct workflow process for approval.

ADDRESS CHANGE

Address Change

This form is to be used to change your address and/or phone number. A name change must be done in person and can only be done when a social security card with the new name is presented to the Human Resources department.

Full Name required

First Name Last Name

OLD ADDRESS HERE required

NEW ADDRESS HERE required

NEW PHONE NUMBER IF NEEDED

By submitting this form you are authorizing an address change to be used for Human Resources, Payroll, and Benefits purposes.

Close Print Print as PDF Save Draft Save Final

Please feel free to email one of our Compensation Managers with any questions.

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