

Instructions on how to complete forms in Talent Ed Records

We will now be using Talent Ed Records for forms like Direct Deposit, W-4 and to update your address.

Below are step by step instructions.

To log into 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.



Bastrop
Independent School District

Four Products. One Login.
Introducing an easier way to access all of your TalentEd products.

aperez@bisdtx.org
Password
Sign In

Remember username on this computer


Logging in for the first time?
Forgot your password?

If you are an applicant and have reached this page in error, please go to our Careers Homepage.

Discover
Recruit & Hire
Perform
Records

Once you are signed in you will click on blank docs.

Welcome ANDREA ANDRADA-PEREZ End Sign Out

 MY TASKS BLANK DOCS FILES

MY TASKS

Needs Attention Completed

You have **0** tasks.

ALL TASKS

Bulk Actions: Bulk Action Selection


<input type="checkbox"/>	TASK	RELATED STAFF	CHECKLIST	DUE DATE	DELETE	ACTIONS
No data available!						

Row count:

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

Welcome ANDREA ANDRADA-PEREZ In End Sign Out

 MY TASKS BLANK DOCS FILES

BLANK DOCS

ADDRESS CHANGE

Direct Deposit

Transfer Request

W-4

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Welcome ANDREA ANDRADA-PEREZ

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STAFF LIST

- PAULA ACEVEDO
- GENNY ACKERMANN
- MONICA ADAM
- KRISTEN ADAMS
- ELISSA ADAMS
- MIKAYLA ADAMS
- JENNIFER ADAMSON
- JENNIFER ADARE
- KENDAL ADARE
- VICTORIA ADEBO
- MARIA ADKINS
- HR ADMIN
- PAYROLL ADMIN

TRANSFER REQUEST

Full Name *

First Name Last Name

Date of Transfer *

Transfer from *

Transfer to *

Previous Grade Level *

New Grade Level *

CLOSE PRINT PRINT AS PDF SAVE DRAFT SAVE FINAL

SUPPORT

CONTRACTS REPORTS CONFIGURE

Once you open the form you will notice the options at the bottom. You can print the form for your records if needed. Once you hit the save button the form will go through the correct workflow process for approval.

Welcome ANDREA ANDRADA-PEREZ

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W-4

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form **W-4** Employee's Withholding Allowance Certificate OMB No. 1545-0074
Department of the Treasury Internal Revenue Service **2019**

► Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Your first name * Last name * 2 Your social security number *

Middle Initial * Note: Type "NMI" if you do not have a middle initial.

3 Single Married Married, but withheld at higher Single rate. * Note: If married filing separately, check "Married, but withheld at higher Single rate."

Home address (number and street or rural route) *

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ►

City or town, state, and ZIP code * AL

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) * 5

6 Additional amount, if any, you want withheld from each paycheck * 6

7 I claim exemption from withholding for 2019, and I certify that I meet **both** of the following conditions for exemption.
 • Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**
 • This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.
 If you meet both conditions, write "Exempt" here. ►7

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature * Date * (please use date picker) ►

CANCEL PRINT AS PDF SAVE

BLANK DOCS FILES

Please feel free to email Andrea Perez or Patricia Krenek in Human Resources should you run into any issues.