

## **NEW Resignation Instructions as of June 1, 2019**

On June 1, 2019, any employee wanting to resign or retire will now use Talent Ed Records.

The process to login is simple, [Click here](#). Once you are logged in you will click on blank docs at the top. You will see two different forms, one for **resigning** and one for **retirement**. Once you have completed the form you will hit save final and the workflow process will begin. **Once you resign or retire you can also request your records in the same place. There is a form called record request, you can complete the form and click submit. Once we receive the form we will process your request.**

We are very excited to have the resignation/retirement process done through Talent Ed Records. As always please reach out if you have any questions.

Please feel free to contact the Human Resources Department at 512-772-7141 should you have any questions.

Thank you!