Resignation forms are now located in Employee Self Service.

You can access Employee Self Service from Payroll Home Page on the district website. [http://www.spps.org/payroll](http://www.spps.org/payroll)

Click the link on the left menu to get to the Employee Self Service home page.)

This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

Click on the “PeopleSoft Self Service Portal” link

Type in your User ID and Password. Your User ID is your Employee ID without the “e” in front of it.

Click the HR button.

If you have forgotten your password, you can use the “forgot password link” if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.
Once you have logged into the PeopleSoft Self Service Portal, you will access the resignation eForm through **Main Menu > Self Service > Employee Action Forms > Resignation Form**.

Your information will automatically default on the form.

Please verify your personal information is correct. If incorrect, please update to the correct address, phone number and/or email address.

Enter your last day worked

Enter the reason for resignation

Click “Next”
Exit interview is optional and all information is kept confidential. If you would like to provide feedback regarding your experience working with SPPS please provide it on this page of the form.

If you do not wish to complete the survey, simply click “submit” without answering the exit interview questions.

Otherwise, provide feedback and submit the form by clicking on the “Submit” button at the bottom of the page.