HOW TO RESIGN OR RETIRE FROM HCSD

(Hernando County School District Employees Only)

Please inform your HCSD Administrator of your intent to resign or retire.

If you need assistance with this process or with your user name or password or the My HR Docs option is not available to you, please contact HR and speak with one of the Employment Specialist at (352) 797-7070, ext. 440 or 460.

- Log into your Hire Enterprise employment application by typing the link below or you can go to hernandoschools.com/staff, find and open the form titled “How to Update Your Contact Information” and click the link located under the first bullet point.

  https://hcsbjobs.atenterprise.powerschool.com/ats/trans_login.shtml?COMPANY_ID=00005595

- Click “Accept” at the bottom of the Disclaimer
- Click on “My Application” at the top of the page
- Click on “Transfer Application”
- Verify and update your contact information (if needed)
- Click on the “Save and Next” button at the bottom of the page
- At the top of the page, click on “My HR Docs” and select “My HR Home”
- Under “Quick submit form:’ select Resignation/Retirement
- Click the “Submit’ button
- Complete the form
- At the bottom of the form, click “Select an action”
- Select “Submit – Assign to ‘Position Control’ user
- Select your “Site Administrator” (the person you report to at your work site)
- Select your “Hiring Authority” (the work site confidential secretary or site administrator)
- Enter your password (it is the same as your Hire Enterprise employment application password)
- Add comments, if needed
- Click the “Submit” button
- Return any keys, badges, or school property to your work site (Revised 02/17/22)