

# **Important Information on How to Retire or Resign**

## **For Hernando County School District Employees**

**Inform your HCSD Administrator of your intent to retire or resign**

**Once you submit your resignation or retirement, it cannot be changed by the employee.**

1. Visit HCSD website at [www.hernandoschools.org](http://www.hernandoschools.org)
2. At the Home Page click on "Jobs"
3. Click on "Open Positions"
4. Click on "Current Employees"
5. You are now entering your online employment application called Hire Enterprise
6. Enter your username and password. Contact HR if you need this reset.
7. Click on "My HR Docs"
8. Click on "My HR Home"
9. Go to "Quick Submit Form" and arrow down
10. Click on "Resignation/Retirement"
11. Click Submit
12. Complete the form
13. Scroll down to "Select an Action" – arrow down and click Submit
14. Click on Submit – Assign to "Position Control User"
15. Select your Site Administrator
16. Enter your Hire Enterprise password
17. Click Submit

***If you do not see the "My HR Docs" on your menu bar, you will need to contact HR and speak with one of the Employment Specialists for assistance. From your site dial 870-460 or 870-440 and you will be connected to an Employment Specialist.***