Important Information to Update Contact Information

For Hernando County School District Employees

To update your employee records with your new contact information the following must be completed:

UPDATE YOUR ONLINE APPLICATION IN HIRE ENTERPRISE

1. Update your online application, log into Hire Enterprise at https://hcsbjobs.searchsoft.net/ats/trans_login.shtml?COMPANY_ID=00005595
2. If you need assistance with your password contact HR
3. Click on "My Application"
4. Click on "Transfer Application"
5. Enter your new contact information
6. Click on "Save and Next"
7. Click on "MY HR DOCS" on the top menu bar

SUBMIT YOUR NEW INFORMATION THROUGH "MY HR DOCS"

1. Click on "My HR Docs" in Hire Enterprise
2. Click on "My HR Home"
3. At Quick submit form, select "Update Contact Information" and click Submit
4. Make the necessary changes to any of the fields
5. Select an action at the drop down menu/submit to Employment Specialist
6. Select Employment Specialist – this is a drop down menu
7. Select User – this is a drop down menu
8. Signature – this is your Hire Enterprise password
9. 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.