

HOW TO UPDATE YOUR CONTACT INFORMATION

(Hernando County School District Employees Only)

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.searchsoft.net/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”
- Update your contact information
- 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 Update Contact Information
- Click the “Submit’ button
- Complete the form
- At the bottom of the form, click “Select an action”
- Select “Submit – Assign to ‘Employee Spec’ user
- Select your “Employee Spec” user (it does not matter which name you select, just pick one)
- Enter your password (it is the same as your Hire Enterprise employment application password)
- Add comments, if needed
- Click the “Submit” button