



Employee Resignation Form

Name		Date
Phone #	Personal Email	Employee ID No.

IMPORTANT: District technology access (i.e. Email, PeopleSoft, Employee Self Service, Google Apps, etc.) will be disabled following your last paid work day or last day of approved leave. **RECOMMENDATION: COMPLETE THE FOLLOWING BEFORE YOU SUBMIT THIS FORM:**

1. Update your address via PeopleSoft Employee Self Service (ESS) if you have moved so your final check can be sent to new address.
2. Ensure you have printed and saved Payroll documents for your records, including but not limited to pay stubs and W2 forms.
3. Save and download personal documents from PPS email and other systems.

TO THE BOARD OF DIRECTORS AND THE SUPERINTENDENT OF SCHOOLS, PORTLAND SCHOOL DISTRICT
I HEARBY RESIGN MY POSITION IN PORTLAND PUBLIC SCHOOLS EFFECTIVE:

Month	Day	Year	(List last day of work)	
-------	-----	------	-------------------------	--

My work assignment is:	School/Department:	
My reason for resigning is:		
<input type="checkbox"/> Personal	<input type="checkbox"/> Resignation/Other Position	<input type="checkbox"/> PERS Retirement (NOT PERS Bubble)
<input type="checkbox"/> Leaving Profession	<input type="checkbox"/> Relocation	<input type="checkbox"/> PERS Bubble Retirement - Retire with PERS
<input type="checkbox"/> Dissatisfied with working conditions	<input type="checkbox"/> Other (please explain) _____	between December 1 to June 1 and you agree to work through the end of your work year.

Are you retiring from PERS? ☐ YES ☐ NO

If Yes, what is your PERS retirement date? _____ (must be the first day of the month)

- Employees who work through the end of their work year will be issued their final paycheck on the last business day of June in the same manner they have designated during the work year (direct deposit or live check).
- If notice of an employee's termination is not received by payroll cut-off, a live check will be cut. If this happens, please check the delivery option preferred below.

- ☐ I request my final check to be mailed to my home address on file.
- ☐ I request to pick up my final check at the PEC Payroll Office between 2 - 4 pm on my last day of work. If I do not arrive, I authorize PPS to mail my check to my home address on file.

Employee Signature	Date
Principal or Supervisor Signature	Date

HR USE ONLY

HR Staffing signature	Date	HRIS Entry signature	Date
-----------------------	------	----------------------	------

Benefits

DOB/Age	Date of Hire	PAT/Licensed Administrator 15 Years of Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Provider	End Date	District Pay – Start Date	End Date
Coverage Tier <input type="checkbox"/> EE only <input type="checkbox"/> EE + 1 <input type="checkbox"/> EE + family		ERI – Start Date	End Date
Self-Pay – Start Date	End Date	PAT 60—Day Notice <input type="checkbox"/> PAT 30—Day Notice for PERS Bubble <input type="checkbox"/>	
Employee Group:		PAT Incentive 1 <input type="checkbox"/> 2 <input type="checkbox"/>	