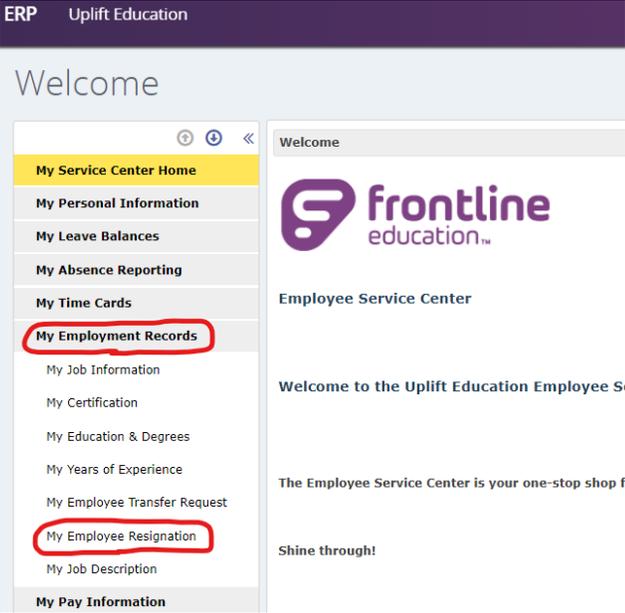
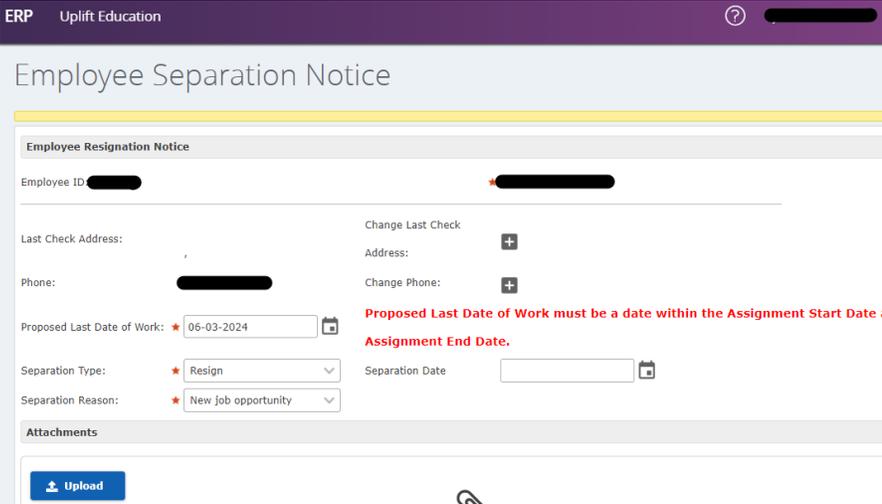


Step	Action
1	Access Frontline Employee Service Center at https://uplift.teams.hosting/servicecenter with your Uplift username and the same password as you currently use to log in to your Uplift issued laptop.
2	In the left column, click My Employment Records, then click My Employee Resignation. 
3	Enter the last day you will perform work in your current job for Uplift Education. Important: School year employees working to the last day of school should enter the last day of work prior to summer break as their last day. For SY 23-24, that will be 6/3/2024.
4.	Choose your separation reason and separation type. Leave the Separation Date blank. 

5.

Upload a resignation letter then choose Resignation Letter in the Document Type dropdown.

Proposed Last Date of Work:  **Proposed Last Date of Work must be a date within the Assignment Start Date or Assignment End Date.**

Separation Type:  Separation Date: 

Separation Reason: 

Attachments

 **Upload**  Drop files here or use the Upload button to attach, up to 10 MB per

File Name	Type	Delete
 resignation letter.docx	Resignation Letter 	

Position Information 1 Reco

6.

Click Submit.

7.

That's it! You're all done.