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.		
	ERP Uplift Education		
	Welcome		
	⊕ ● ≪ Welcome		
	My Service Center Home		
	My Personal Information		
	My Absence Reporting My Time Cards Employee Service Center		
	My Employment Records		
	My Job Information		
	My Certification Welcome to the Uplift Education Employee So		
	My Education & Degrees		
	My Years of Experience The Employee Service Center is your one-stop shop f		
	My Employee Transfer Request		
	My Employee Resignation Shine through!		
	My Pay Information		
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 be a school sc		
	enter the last day of work prior to summer break as their last day. For SY		
	24, that will be 6/3/2024.		
4.	Choose your separation reason and separation type. Leave the Separation Date blank.		
	ERP Uplift Education @		
	Employee Departation Notice		
	Change Last Check		
	, Address:		
	Phone: Change Phone: Proposed Last Date of Work must be a date within the Assignment Start Date ;		
	Proposed Last Date of Work: * 06-03-2024 Assignment End Date.		
	Separation Type: * Resign Separation Date		
	Separation Reason: * New job opportunity Attachments		

5.	Upload a resignation letter then choose Resignation Letter in the Document		
	Type dropdown.		
	Proposed Last Date of Work: * 06-03-2024		
	Separation Type: \star Resign 🗸 Separation Date		
	Separation Reason: * New job opportunity		
	Attachments		
	Elle Name Type Delete		
	 resignation letter.docx Resignation Letter Resignation Letter 		
	E Position Information 1 Reco		
6.	Click Submit.		
7.	That's it! You're all done.		