## **Retirement eForm Instructions**

**Step 1:** You would need to login to the BWW using your personal board account. Once you login, off to the right side of the screen you will find "Employee Self-Serve". Please select the link and it will redirect you to the next webpage.



Step 2: Once you have selected "Employee Self-Serve", the webpage will bring you to the different types of statements/forms. Please select "eForms".

Announcements		
To protect private Password manage 'Manage Password	information, you a ement will become d' from the top rigit	are strongly encouraged to change your passwor e a formalized process, so now is a great time at corner; further help is available at <u>https://staff</u>
Land Home	MyTimecard	Online Timecard (Non-Union Staff Only)
<b>١</b>	MyAbsence	Absence Statement
	My T4s	T4 Statements
L	MyeForms	HRS eForms

Step 3: Select "Resignation Retirement Notice" which is located on the left hand side of the page.



Step 4: Select "Click to Create a New Request", which is located at the lop left hand corner of the screen. Once you select this link it will bring you to a form for you to fill out, your personal information will auto populate. Once you fill out all required fields select your principal to review and select submit. <u>NOTE:</u> under employee comments you must type something as this text box is field sensitive (if you do not wish to write anything in the text box put a period).



I hope this helps!

If you have any questions please feel free to contact me.

Kind regards,