

**How to Enter an
Employee Application
for a Posted Position
from the
TEAMS Employee Service Center**

1. Sign into the TEAMS Employee Service Center found within your MYEPISD home page. Enter your TEAMS User ID and Password.

The screenshot shows the EPISD home page with a navigation bar at the top containing links for Start Page, Zimbra Webmail, Directory, and Log-out. A central banner area features various initiatives like '24/7 TECHNOLOGY TRAINING', 'Anti-Bullying Initiative', and 'APP of the WEEK'. Below this is a row of service icons including TEAMS Information Center, Brain Breaks, and CCRP. A red arrow points to the 'TEAMS BY PROLOGIC SERVICES' icon. A yellow notification bar states: 'Your browser is EPISD compatible! USING: Windows NT UAgent: Chrome 57.0.2987.133 Engine: AppleWebKit/537.36'. The main content area is titled 'Employee Services' and lists several links, with 'TEAMS Employee Service Center' circled in red. Other links include 'Ask the Superintendent', 'Employee Change Address', 'Update Emergency Contacts', 'Enable Windows 7 Secure WIFI', 'Employee Handbook', 'Laptop Acceptance Agreement 2011', 'Google Chrome', 'Flash Player', 'Individual Benefits Summary', 'Salary Notices', 'EPCO: El Paso Consultation Organization', 'Contracts? go to Employee Service Center', and 'Change my Password'.

Luana Romero , you are now logged out.

Welcome to the El Paso Independent School District Employee Service Center

Please log in with your TEAMS user ID and password.

[Forgot Password](#) | [Forgot User ID](#)

Need an Account? [Register](#)

2. Select “My Employment Records” from the side menu.

Information Service Center Homepage

My Service Center Home

- My Personal Information
- My Security Questions
- My Leave Balances
- My Absence Reporting
- My Time Cards
- My Employment Records**
- My Job Information
- My Payroll Information
- My Benefits Information
- My Advance/Reimbursement
- LogOff

Welcome

EL PASO INDEPENDENT SCHOOL DISTRICT

Employee Service Center

Welcome to the El Paso Independent School District Employee Service Center

This information is stored in Human Resources and is used for payroll and reporting purposes. Please verify that all information is correct. To update your legal name you must complete the Name Change Form by visiting Human Resources and providing proper identification. To update address, phone number, disclosure options or emergency contact information, please log into [my.episd](#)

To apply for a transfer or Summer School position, use the Navigation menus to the left and select My Employment Records, then select My Employment Transfer Requests. Click Job Category, then Select Jobs. You can Return to Job Categories to select additional jobs. Save Changes.

3. Select “My Employee Transfer Request”. Please note that you will be applying for a posted position and not a lateral transfer.

Information Service Center Homepage

My Service Center Home

- My Personal Information
- My Security Questions
- My Leave Balances
- My Absence Reporting
- My Time Cards
- My Employment Records
- My Job Information
- My Certification
- My Education & Degrees
- My Employee Transfer Request**
- My Contract
- My Pay Information
- My Payroll Information
- My Benefits Information
- My Advance/Reimbursement
- LogOff

Welcome

EL PASO INDEPENDENT SCHOOL DISTRICT

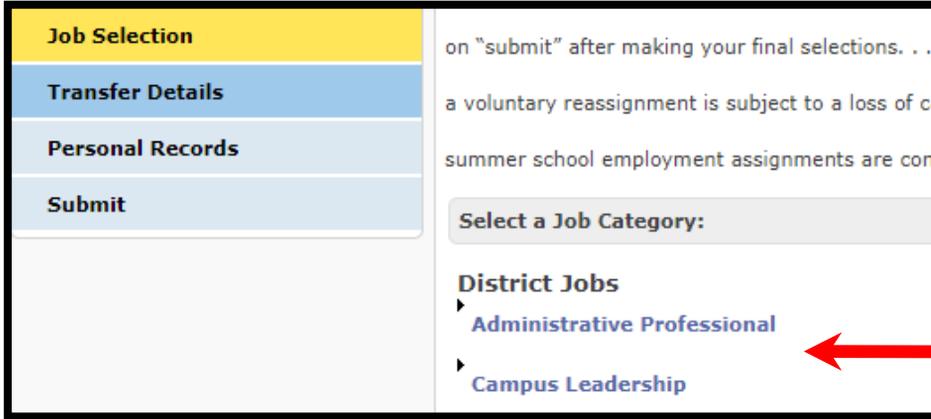
Employee Service Center

Welcome to the El Paso Independent School District Employee Service Center

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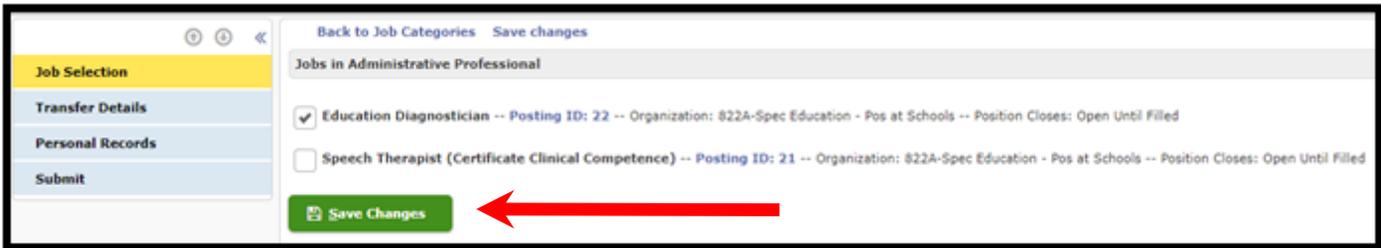
To apply for a transfer or Summer School position, use the Navigation menus to the left and select My Employment Records, then select My Employment Transfer Requests. Click Job Category, then Select Jobs. You can Return to Job Categories to select additional jobs. Save Changes.

4. Under Job Selection, click on the appropriate Job Category. These Job Categories match the categories on the EPISD Job Posting Page.



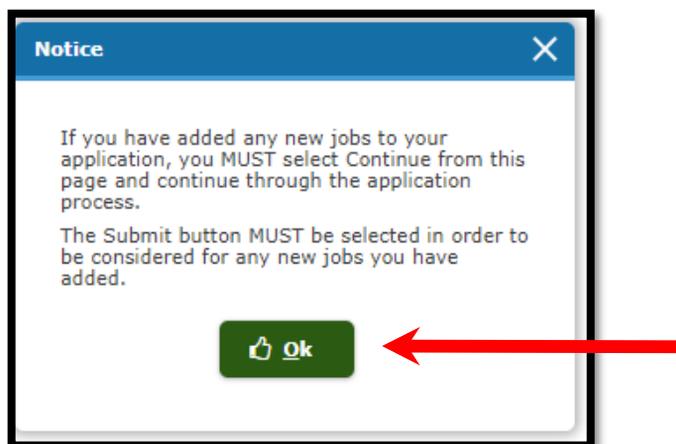
The screenshot shows a sidebar menu on the left with four items: 'Job Selection' (highlighted in yellow), 'Transfer Details', 'Personal Records', and 'Submit'. The main content area on the right has a heading 'Select a Job Category:' followed by a list of options under the heading 'District Jobs'. The options are 'Administrative Professional' and 'Campus Leadership'. A red arrow points to 'Administrative Professional'.

5. Click on the checkbox for the posted position you wish to apply for. Click SAVE CHANGES.

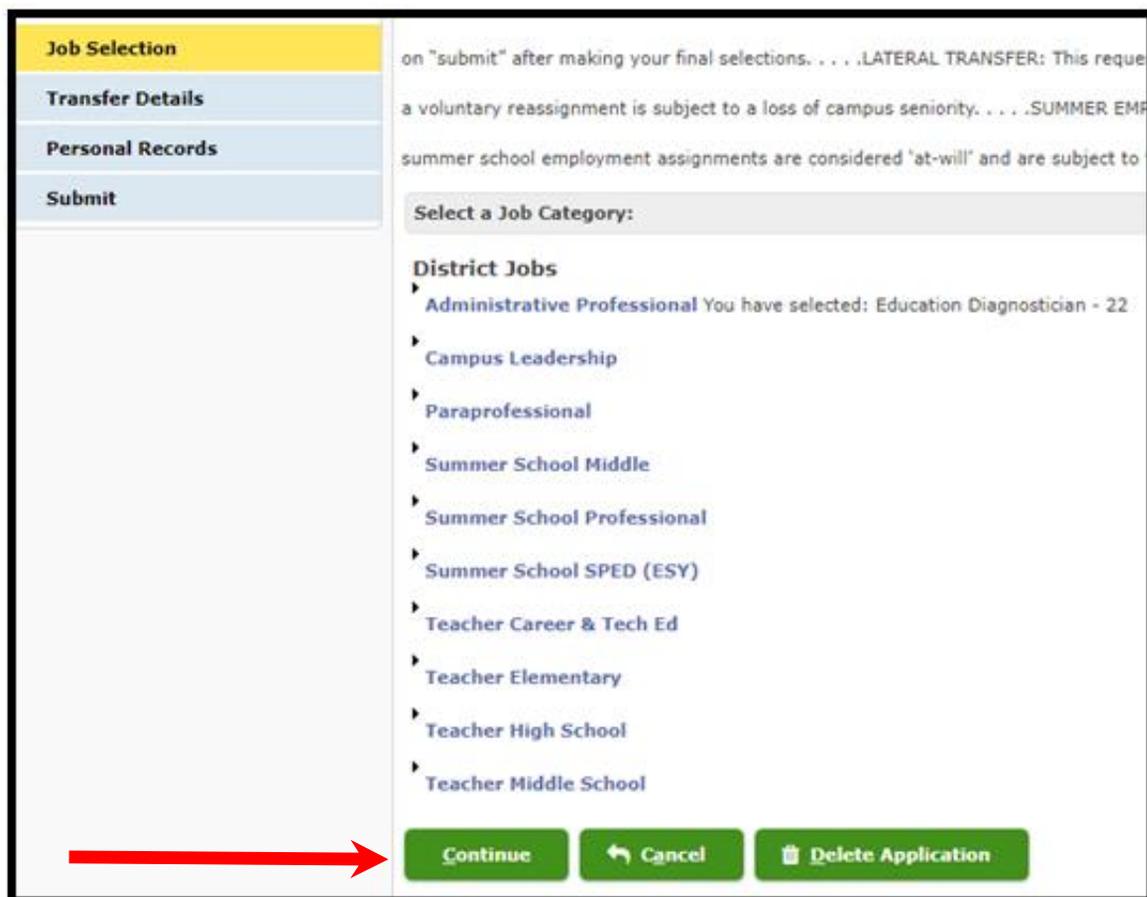


The screenshot shows a page titled 'Jobs in Administrative Professional'. At the top, there are links for 'Back to Job Categories' and 'Save changes'. Below the title, there are two job listings. The first listing, 'Education Diagnostician -- Posting ID: 22 -- Organization: 822A-Spec Education - Pos at Schools -- Position Closes: Open Until Filled', has a checked checkbox. The second listing, 'Speech Therapist (Certificate Clinical Competence) -- Posting ID: 21 -- Organization: 822A-Spec Education - Pos at Schools -- Position Closes: Open Until Filled', has an unchecked checkbox. At the bottom left, there is a green button labeled 'Save Changes' with a document icon. A red arrow points to this button.

6. Click OK in the Notice box.



7. From the Job Selection page, click CONTINUE.



8. Select Assignment or Location as your application preference. If you applied for more than one posted position, you may move the assignment or location up or down depending on the order of your preference. Click CONTINUE.

Please designate your transfer preference by location or assignment.

Location Assignment

Assignments

| Assignment | Posting ID |
|-------------------------|------------|
| Education Diagnostician | 22 |

Move Up ▲ Move Down ▼

Continue Back

9. Select 'Posted Position' as the Application reason. Click CONTINUE.

Please select the reason(s) for this transfer request. **Please Note: Posted Positions are BID positions.**

Application Reason

Lateral Transfer

New Teacher/Paraprofessional Application

Posted Position

Continue Back

10. The position you are applying for will most likely require three references. Click ADD to add your references. All required fields are designated with a red star. When you are finished, Click OK. Proceed to add additional references. When all references have been added, Click CONTINUE from the References page.

 At least 3 references are required for the selected jobs

☰ References

Name

 Add

 Edit

 Delete

Reference

Type: 

First Name: 

Last Name: 

Title:

School/University/Company:

Country: 

Zip: 

Address Line 1: 

Address Line 2:

City: 

State: 

Phone:  - - ext

Email:

 Ok

 Cancel

☰ References

Name

Jesus Corral

 Add

 Edit

 Delete

Continue

 Back

11. Any certification Human Resources has on file for you will be displayed in the Certifications screen. Contact Human Resources if you have questions concerning your certifications on file. Click CONTINUE.

Certification | Endorsement | Tests | Program | Permit | Deficiency Plan | Notes

The information displayed is what HR has on file for you. If you feel this information is incorrect or you need to update your information, please contact HR at (915) 230-2005.
Select a row below to see associated details.

☰ Certifications

| Cert. Type | Level | Subject Area | Issued | Expiration | Submitted for Approval in Texas |
|------------|-------|--------------|--------|------------|---------------------------------|
| | | | | | |

 [Continue](#) [Back](#)

12. Any licenses Human Resources has on file for you will be displayed in the Licenses screen. Contact Human Resources if you have questions concerning your licenses on file. Click CONTINUE.

The information displayed is what HR has on file for you. If you feel this information is incorrect or you need to update your information, please contact HR at (915) 230-2005.
Select a row below to see associated details.

☰ Licenses

| License Name |
|--------------|
| |

 [Continue](#) [Back](#)

13. Any education history Human Resources has on file for you will be displayed in the Education History screen. Contact Human Resources if you have questions concerning your education history on file. Click CONTINUE.

The information displayed is what HR has on file for you. If you feel this information is incorrect or you need to update your information, please contact HR at (915) 230-2005.
Select a row below to see associated details.

☰ Education History

| Institute Name | Degree Earned | Major Subject |
|----------------|---------------|---------------|
| | | |

 [Continue](#) [Back](#)

14. Add all attachments required for the position you are applying for. Click Upload and select your document. Choose the Type of attachment from the Type drop down menu. Click CONTINUE.

Please attach ALL documents required as stated on the Job Posting Details. *Please note: Your application WILL NOT BE CONSIDERED if all documents are not included with your submission. . . . NO attachments are required for a Lateral Transfer request.

Upload

Drop files here
or use the Upload button to attach.

| File Name | Type | Date Uploaded | File Type | Delete |
|-----------|------|---------------|-----------|--------|
|-----------|------|---------------|-----------|--------|

Continue **Back**

Please attach ALL documents required as stated on the Job Posting Details. *Please note: Your application WILL NOT BE CONSIDERED if all documents are not included with your submission. . . . NO attachments are required for a Lateral Transfer request.

Upload

Drop files here or use the Upload button to attach.

| File Name | Type | Date Uploaded | File Type | Delete |
|---------------------|------|---------------|-----------|--------|
| Test Affidavit.docx | ▼ | 04-11-2019 | Unknown | 🗑️ |

Continue **Back**

- AEL/ILD CERTIFICATION
- AFFIDAVIT
- APPLICANT DOCUMENTS
- APPLICATION
- CAMPUS SCORES (PREVIOUS 2 YEARS)
- CERTIFICATES / LICENSE
- CERTIFICATION INFO
- CERTIFICATION INFORMATION
- EVALUATION (MOST RECENT)
- EVALUATIONS
- FORMER FILE
- LETTERS OF RECOMMENDATION
- REFERENCES
- RESUME
- SRES CERTIFICATION
- T-TESS CERTIFICATION
- TEST SCORES
- TRANSCRIPT OFFICIAL
- TRANSCRIPT/DIPLOMA/GED COPY

Please note: The required Affidavit form must be filled out and uploaded. Please find the form on episd.org under Join Our Team, Job Categories pages.

15. Click SUBMIT. Your application has been submitted.

You have reached the end of the employee transfer request process. Please submit your application.

Submit