



What is TalentEd Records?

TalentEd Records is an electronic onboarding and records management system that will allow you to complete Human Resources and Payroll documents electronically. Once submitted documents will be sent on for approval electronically, if needed. Once documents are completed they will be stored in your folders to view at a later date if needed.

TASK	RELATED STAFF	CHECKLIST	DUE DATE	DELETE	ACTIONS
It-2104 New Hire	[Redacted]	On-boarding All Employees	08/21/2019	[Redacted]	SIGN/APPV/REV
Employee Handbook	[Redacted]	On-boarding All Employees	08/21/2019	[Redacted]	SIGN/APPV/REV
ERS Optional Membership Form	[Redacted]	Retirement - Optional Employee's Retirement	08/30/2019	[Redacted]	SIGN/APPV/REV
Premium Conversion	[Redacted]	On-boarding All Employees	08/21/2019	[Redacted]	VIEW
403(b)	[Redacted]	On-boarding All Employees	08/21/2019	[Redacted]	VIEW
457	[Redacted]	On-boarding All Employees	08/21/2019	[Redacted]	VIEW
Acceptable BOCES Computer and Equipment Policy	[Redacted]	On-boarding All Employees	08/21/2019	[Redacted]	VIEW
Oath of Allegiance	[Redacted]	On-boarding All Employees	08/21/2019	[Redacted]	VIEW
My WinCap Information-Setting up Your Account	[Redacted]	On-boarding All Employees	08/21/2019	[Redacted]	VIEW

When you first log in to Records, you will be taken to the **My Tasks** page. This is where you can view and complete any outstanding tasks you have been assigned.

- The **Needs Attention** tab will indicate which tasks still require action on your part. Click on **view** or **sign/appv/rev** to open the form. You may be asked to fill out a new form, sign off or review information that has been assigned to you.
- The **Completed** tab will show tasks that have been completed. Tasks may not be on your **Completed** tab immediately if they require review or approval by other staff.

MY TASKS

BLANK DOCS

FILES



BLANK DOCS

Search bar with magnifying glass icon

10 Month Staff Payroll Election Notice	403(b) Salary Reduction Agreement	457 Reduction Agreement	Dental Insurance Forms	Direct Deposit	Health Buyout	Health Insurance Forms
I-9	I-9 Documents	It-2104	Support Staff Contract 2018-2020	Support Staff Sick Bank Leave Membership Form	W-4	

Certain documents are available to be completed at any time. These are **Blank Docs**.

To complete a Blank Doc, simply click on the document you wish to submit, select **add a document for myself** and **add as an e-form**. You will then simply enter the information required and click Save Final.

The document will automatically be sent to the appropriate department for processing.

ADD DOCUMENT

Add a document for myself
 Add a document for another staff member

How would you like to add this document?

ADD AS AN E-FORM CLOSE

MY TASKS

BLANK DOCS

FILES



I-9	Information	Insurances	Leave	Payroll	Personnel	Professional Development
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Documents are sorted in to **Folders** based on the documents type. Users will see different folders based on the access they have.

Direct Deposit	Direct Deposit Supporting Documents	It-2104	IN WORKFLOW It-2104 New Hire	IN PROCESS Premium Conversion	W-4
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Each document is sorted into its unique individual **Sleeve** inside the correct **Folder**.

- If a document has been completed, you will see a piece of paper “active” in the Sleeve (see W-4 and Direct Deposit above).
- If a document is currently being worked on, you will see “In Process” above the Sleeve (see Premium Conversion above).
- If a document has not been started, the Sleeve will be blank. It is normal to have blank Sleeves in Folders.

Most of the Sleeves are currently blank because your documents are in paper files only. Some documentation from your paper files will be scanned and added in the future.

If you need assistance please contact the Human Resources Office at 607-588-6291 ext 2177 or email tnolet@oncboces.org.