



Exit Form

TO:	Office of Human Resources	EMPLOYEE ID:	
FROM:			
SUBJECT:	Separation from the University Service		
DEPARTMENT:			
DATE:		EFFECTIVE DATE:	

The above named individual will no longer be employed with CSU as of the noted date. Please sign below to indicate all obligations with your respective department are settled.

PEC 2nd floor Ext. 3906	Director, Public Safety or Designee		Date:	
PEC 3rd floor Ext. 3775	Physical Plant Manager or Designee		Date:	
Library Ext. 3400	Director, Library or Designee		Date:	
Department	Dean/Supervisor		Date:	
Department	Chairperson (if applicable)		Date:	
STC Suite 400 Ext. 3852	Chief Information Officer or Designee		Date:	
Parking Office	Manager, Parking Services		Date:	

For HR Use Only				
Human Resources Ext. 3666	Dir., Human Resources or Designee		Date:	
Employee Eligible for rehire in the current department?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Employee Eligible for rehire with the University		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Employee access to campus restricted?		<input type="checkbox"/> Yes, Notify Public Safety	<input type="checkbox"/> No	