CALIFORNIA STATE UNIVERSITY
FULLERTON
Human Resource Services /Payroll http://hr.fullerton.edu

NOTICE OF SEPARATION

The MPP Supervisor is responsible for notifying the employee of the separation procedures and ensuring that a Notice of Separation is properly completed for each separating position. Enter EMPLID (CWID) and press the tab key in order to pre-populate Section I. The online Separation Form for property clearance must also be completed, click here to access.

*I. COMPLETED BY EMPLOYEE/MPP SUPERVISOR. *Upon completion, use distribution below.*

EMPLID	Empl Rcd	Employee's Last Name	Employee's First, Middle Name	CBID

Classification	Department Name	CMS Dept ID.

Working Title (MPP)	SCO Position #	CMS Pos #

Last Day Physically Worked	Separation Date	MPP Supervisor Name

Is employee transferring vacation and sick leave credits? ☐ Yes ☐ No	MPP Supervisor Signature	Date

Has employee entered leave usage in Absence Mgmt? ☐ Yes ☐ No

II. Please mark the primary reason for leaving the University.

Permanent Separation (Check only one reason)

Reason for Resignation (S10)

- ☐ 01= New position is a major professional advancement (promotion, executive responsibilities, etc.).
- ☐ 02= New position provides better salary.
- ☐ 03= New position has better working conditions (teaching load, research facilities, opportunity for self-development).
- ☐ 04=Employee was dissatisfied with CSU (policies financial support, administration, etc.).
- ☐ 05=Employee was dissatisfied with CSU promotion opportunities and/or salary.
- ☐ 06= Personal reason (health, family, geography).
- ☐ 07= Other/Unknown _____

Other Reason for Resignation

- ☐ Absent Without Official Leave (S21)
- ☐ Layoff (S30)
- ☐ Termination of Temporary Appointment (S31)
- ☐ Faculty Nonreappointment (S34)
- ☐ Separation by Agency (S35)
- ☐ Dismissal (S41)
- ☐ Service Retirement (S70)
- ☐ Disability Retirement (S71)
- ☐ Rejection during Probation/ Non-Retention (S90); Non-Academic
- ☐ Death (S95)

What might have been done to prevent employee from leaving?

Was a leave of absence considered? ☐ Yes ☐ No _____

Employee's Signature _____ **Date** _____

☐ Unavailable for Signature

HR Use Only

☐ Keep in Active Folder ☐ Copy Delivered to Payroll on _____ Initials _____

Payroll Use Only

☐ Direct Deposit ☐ Salary Advance ☐ Accounts Receivable ☐ Other

Distribution: For MPP and Staff - Send directly to Human Resources (CP-700)
For Faculty, Graduate Assistants & Teaching Associates - Send directly to Payroll Services (CP-770)