

**REPORT OF SEPARATION  
FOR SUPPORT STAFF**

New Document  
Revision of Previously  
Submitted Document  
With Same Effective  
Date. **Explain Under  
Remarks.**

TO: Human Resources

FROM: (Department)

EMPLOYEE'S NAME: (First, Middle, Last) HSU Employee ID #

Effective Date: (Last day on pay status) CMS Position Position No.: Agency Unit Class Serial

Class Title: Remarks:

Time Base (Fraction):

Last Day Physically Worked:

Acct:	Fund:	Dept:	Program	Class:	Project:

Date Position Available for Rehire: PeopleSoft access terminated Yes No

Reason for Separation:

1. New position is a major professional advancement (promotion, executive responsibilities, etc.). (S10)
2. New position provides better salary. (S10)
3. New position has better working conditions (teaching load, research facilities, opportunity for self-development). (S10)
4. Employee is dissatisfied with CSU (policies, financial support, administration, etc.) (S10)
5. Employee is dissatisfied with CSU promotion opportunities and/or salary. (S10)
6. Personal reason (health, family, geography, pregnancy). (S10)
7. Spouse obtained employment out of area. (S10)
8. Plan to attend school. (S10)
9. End temporary appointment. (S31)
10. Lay-Off. (S10)
11. Retirement: Service (S70) Disability (S71) Date of Retirement (First day NOT on pay status)
12. Dismissed: Disciplinary or Disability. (S41)
13. AWOL (S21) Rejection During Probation (S90) Death (S95) Time:
14. Accepted position elsewhere at HSU.
15. Accepted position at other California State agency/campus.

(1) Department Chair/Supervisor Date

(2) Dean/Chief Administrator Date

(3) Human Resources Director Date

ROUTING: Original (Green): Payroll Copies: Human Resources, Dean/Chief Administrator, Supervisor, Employee