Staff/MPP Exit Process Flowchart
Effective February 2021

1. Employee notifies manager of separation.

2. Employee completes Resignation Notification Form powered by Qualtrics.

3. Employee receives link to a Transition Guide to assist with their off-boarding from CSUSB.

   - Alumni Association
   - Benefits
   - Change of Address
   - Coyote Cash
   - Electronic Files
   - Employment Verification
   - Out of Office Message
   - Professional Development

4. Employee will receive confirmation email from Human Resources containing instructions and additional forms to be completed as part of the separation process.

   - Staff/MPP Clearance Form (including University-Issued property)
   - Separation/Disposition of CalPERS Contribution Form
   - Conflict of Interest Form (only if you have a procurement card)
   - Exit Questionnaire (optional)

5. Payroll Services will work with department timekeeper and employee to ensure all absence entries are entered properly. Additionally, Payroll Services will reach out to the employee for disbursement information and release final paycheck. For questions regarding final pay, email payroll@csusb.edu.

   - CalPERS Retirement
   - COBRA
   - Employee Assistance Program
   - Fee Waiver Program
   - HCRA/DCRA
   - Life Insurance
   - Savings Plans

6. For questions regarding these forms, contact Human Resources at hrdept@csusb.edu

7. For questions regarding benefits, email benefits@csusb.edu.