CHICAGO STATE UNIVERSITY

EMPLOYEE STATUS UPDATE

RESIGNATION • RETIREMENT • DISMISSAL

EMPLOYEE INFORMATION

Name (L, F, M): _____

CSUID#: | | | | | | | | | |

Employee Class: _____

Position Title: _____

Department: _____

Supervisor: _____

Supervisor Phone: _____

Last Date Worked: _____

Effective Date: _____

RESIGNATION TYPE

Voluntary:

Layoff:

Dismissal:

Other :

EMAIL/PHONE ACCESS

Access to the terminated employees phone & email can be granted to another employee for 30 days after the last day worked. Please complete below the name of person to receive access for 30 days, if this is needed.

Name: _____

Phone: _____

SIGNATURES

Supervisor/ Manager: _____ Date: _____

NOTICE TO EMPLOYEE (Supervisor should read to employee)

Employees are responsible for paying all outstanding debt owed to the university, and return all university property. FAILURE TO COMPLY MAY RESULT IN VACATION PAYOUT GARNISHMENT AND/OR LEGAL ACTIONS.

olick button below or
manually save and email to hr@csu.edu

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