

Instructions – For Staff/MPP Employees Resigning from Cal Poly Employment:

■ **Employee:**

1. Must complete and give the HR Form 191 to the supervisor at the time notice of resignation is given.
2. Must complete the Payroll Form 300 (PR 300) for various property and account clearances by the last day physically worked.

■ **Department:**

1. Obtain required signatures on the HR Form 191 and forward it to Human Resources immediately.
2. Review and approve the Payroll Form 300 (PR 300) and forward it to Payroll Services immediately.

HR Form 191 is NOT required for:

- Temporary employees whose temporary appointment is ending. **** PR 300 still required ****
- Retiring employees: If retiring from Cal Poly, contact Human Resources to apply for retirement. **** PR 300 still required ****
- Faculty: A letter of resignation is required for faculty employees. **** PR 300 still required ****

EMPLOYEE NAME		EMPLOYEE ID
CSU CLASSIFICATION TITLE	DIVISION	DEPARTMENT

REASON FOR RESIGNATION <input type="checkbox"/> New position provides professional advancement <input type="checkbox"/> New position provides better salary <input type="checkbox"/> New position has better working conditions <input type="checkbox"/> Dissatisfied with CSU (policies, administration, support) <input type="checkbox"/> Dissatisfied with CSU promotional opportunities <input type="checkbox"/> Personal reasons <input type="checkbox"/> Other	LAST DAY PHYSICALLY WORKED	
	RESIGNATION EFFECTIVE DATE (last day of employment/pay status) If different from above: <ul style="list-style-type: none"> ▪ Must contact Payroll Services ▪ Must submit Payroll Leave Usage Form 	
	SUPERVISOR'S NAME	SUPERVISOR'S EXTENSION
	COMMENTS	

EMPLOYEE SIGNATURE (REQUIRED)	DATE
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DEPARTMENT HEAD/CHAIR/DIRECTOR ACKNOWLEDGEMENT (REQUIRED)			
PRINT NAME	TITLE	SIGNATURE	DATE
DEAN/DIVISION HEAD ACKNOWLEDGEMENT (REQUIRED)			
PRINT NAME	TITLE	SIGNATURE	DATE

FOR HUMAN RESOURCES USE ONLY		
DATE RECEIVED	DATE PROCESSED	COMPLETED BY