

EARLY EXIT PROGRAM (EEP) APPLICATION: OVERVIEW & INSTRUCTIONS

REQUIRED INFORMATION

To complete and submit the EEP application, you will need the following information:

- Manager/Appropriate Administrator's email address
- Employee ID (to obtain your Employee ID, please refer to your CSUSM ID card or log into PeopleSoft and click on My Leave Balances or View My Paycheck)
- Job Title
- Division
- Department
- Intended Separation Date (must be between 12/15/21 – 12/31/21)
- Intended Separation Type: Resignation or Retirement

EEP APPLICATION FORM

The EEP Application will be available for you to request and complete at the beginning of the application period on June 1st.

INSTRUCTIONS FOR SUBMITTING THE EARLY EXIT PROGRAM (EEP) APPLICATION

Please note, completing the EEP application is a two-step process. Both steps must be completed for the application to officially be submitted for consideration.

STEP 1 – Access Form

- Go to the EEP main webpage <https://www.csusm.edu/hr/eep.html> and click on the Early Exit Program Application button on the right-hand side. (This will be available on June 1st at 8:00am.)
- Select 2021 Early Exit Program (EEP) Application from the dropdown menu
- Enter the necessary email addresses
 - Applicant's (your) csusm email address
 - Appropriate Administrator's email address (this must be the MPP you report to)
- Enter your last name in the appropriate space in the Document Name Section:

Document Name

2021 Early Exit Program (EEP) Application - <Name>

- Click submit

STEP 2 – Complete the Form

- Within a few moments you will receive an email from Esign HR Benefits Service Account
 - Open that email, click on review and sign
 - At this point you may be prompted to log into the Company or School Account and please do so using your campus credentials
- After logging in, the form will be available to complete and sign
- Upon completion, the form will automatically route for necessary signatures
- Upon completion by your manager you will receive an auto-generated email with Completed: "2021 Early Exit Program (EEP) Application" in the subject line as well as a copy for your records. This is confirmation that your application has been successfully submitted to Human Resources

Need Assistance

If you are having technical issues accessing the form, please contact the Adobe Sign team:

esign@csusm.edu

If you have questions about how to complete the application, please contact Human Resources:

earlyexit@csusm.edu

How to view submission status of my application:

(This is not the final approval of your application; a thorough review process is necessary. These instructions will assist in identifying the status of submitting your application for consideration)

Navigation: as.csusm.edu

Log in to the Company or School Account using your campus credentials

Click on Manage in the top tool bar

From here you may view status in the side tool bar for In Progress as well as Completed