

# Cal Poly Early Exit Program (EEP) Application Adobe Sign Form Instructions

1. Review the Terms and Conditions on the Human Resources Early Exit Program (EEP) webpage.  
<https://afd.calpoly.edu/hr/employee-resources/early-exit/>
2. Click on the yellow APPLY NOW button to launch the Adobe Sign Early Exit Program (EEP) Application form.

Early Exit - Human Resources - C x

afd.calpoly.edu/hr/employee-resources/early-exit/

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## Human Resources

- Job Opportunities
- Benefits
- Employee Resources
- Manager Resources
- Fall Work Plan
- Forms
- Contact Us

Visit the Human Resources Virtual Front Desk. Monday-Friday 9 a.m. - noon and 1 p.m. - 4 p.m. [LEARN MORE >](#)

**Coronavirus Updates and Resources**  
Frequently Asked Questions for employees can be found using the right hand menu of the Cal Poly Coronavirus webpage. [LEARN MORE >](#)

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## Early Exit Program (EEP)

In an effort to reduce an imminent budget deficit as a result of the pandemic and a reduction in state funding, Cal Poly is implementing an Early Exit Program (EEP) intended to encourage employees to voluntarily separate through a severance package. This is a one-time, non-precedent setting program. If you are interested in participating in the EEP, please read the [TERMS AND CONDITIONS](#). Participation in the EEP will require execution of an Acknowledgement of Participation and Resignation Form and separation agreement, which will include a general release of claims.

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<a href="#">CalPERS Resources</a> >
<a href="#">Early Exit Forms and Agreements</a> >
<a href="#">Process Steps</a> >
<a href="#">Frequently Asked Questions</a> >

[Click](#) [APPLY NOW](#)

### Terms and Conditions

Cal Poly hereby implements the EEP with the following terms and conditions:

- Job Opportunities
- Benefits
- Employee Resources**
- Early Exit Program (EEP)
- EEP Terms & Conditions
- Educational Fee Waiver
- Employment Verification
- Federal Loan Forgiveness
- HR Information Systems
- Lactation Support
- Learn and Grow
- Leaves of Absence
- Outstanding Staff Awards
- Requesting Accommodation
- Union Contracts
- Violence Prevention

3. Enter your Cal Poly email address in the Adobe Sign EEP Application form initiation page, then click Submit. This will generate an email from Human Resources Dept. <echosign@echosign.com> with a link to the Adobe Sign EEP Application form.

PowerForm - HR - Early Exit Prog x +

adobesign.calpoly.edu/PowerForm/3AAABLbqZhAQoNvO6NSFTU71XhrOF...

## HR - Early Exit Program (EEP) Application

Cal Poly Early Exit Program (EEP) Application Form

Please enter your Cal Poly email address, then click Submit.

You will then receive an email shortly with a link to the EEP Application. Please check your clutter or junk email folders if you do not receive an email.

Recipients

Employee \*

Enter Recipient's Email

Submit

Enter your Cal Poly email address

Then click Submit

PowerForm - HR - Early Exit Prog x +

adobesign.calpoly.edu/PowerForm/3AAABLbqZhAQoNvO6NSFTU71XhrOFPo...

## HR - Early Exit Program (EEP) Application

The agreement has been submitted successfully. The first recipient should receive an email shortly with a link to the agreement.


You will see this message after clicking on Submit. Your application is not complete nor submitted until you fill out and sign the Adobe Sign EEP application form through the link sent to you in the email.

4. Check your email account for an email from Human Resources Dept. <echosign@echosign.com> with the subject line "Signature requested on "HR Early Exit Program (EEP) Application". If you do not see the email in your Inbox, check in Junk, Clutter, or Other.

5. Open the email, and click on the blue Review and sign button in the email.

Signature requested on "HR Early Exit Program (EEP) Application- mustymustang@calpoly.edu"

**HD** Human Resources Dept. <echosign@echosign.com>  
Mon 9/28/2020 8:38 PM  
To: mustymustang@calpoly.edu

 | POWERED BY Adobe Sign

Human Resources Dept. requests your signature on  
**HR Early Exit Program (EEP) Application-  
mustymustang@calpoly.edu**

[Review and sign](#) Click to complete and sign Adobe Sign EEP Application form.

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If you have questions regarding this form please contact Human Resources at 805-756-2236.

**HUMAN RESOURCES DEPT.**  
humanresources@calpoly.edu

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After you sign **HR Early Exit Program (EEP) Application- mustymustang@calpoly.edu**, all parties will be notified.

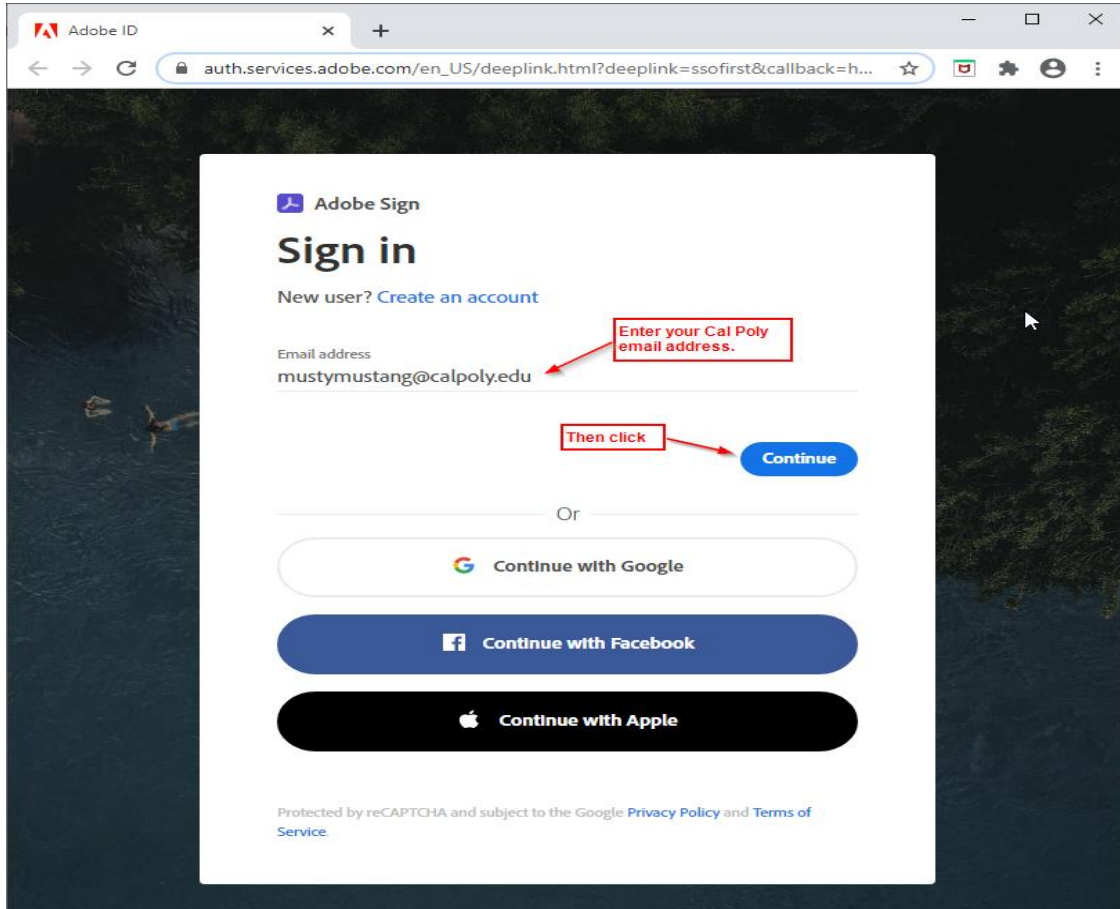
**Don't forward this email:** If you don't want to sign, you can [delegate](#) to someone else.

By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.

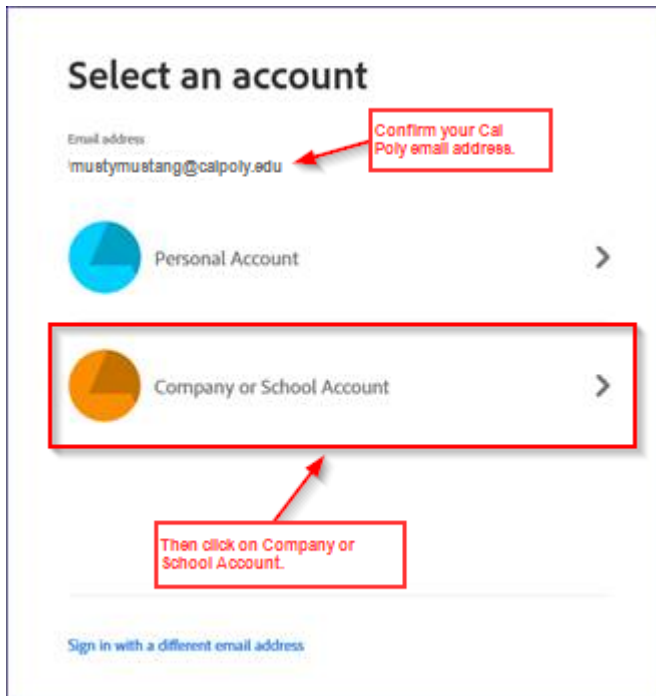
To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

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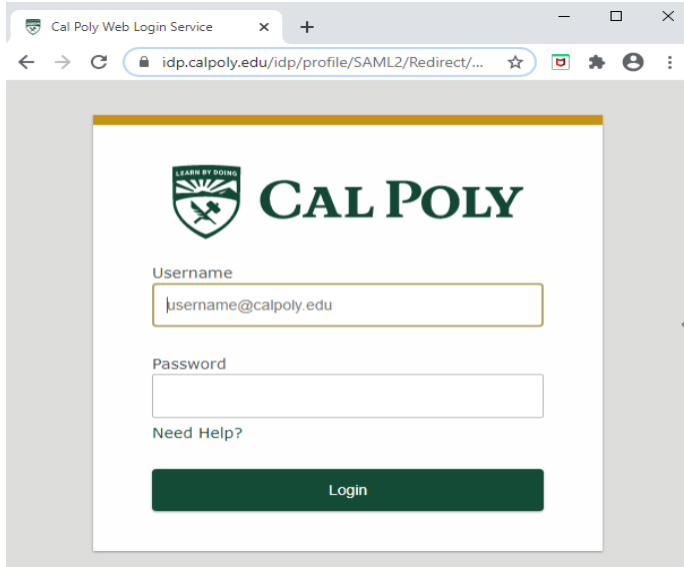
6. You may be asked to log into Adobe Sign before continuing to the Application form. If you are not prompted to log in, skip to step 8. To log in enter your Cal Poly email address, then click continue.



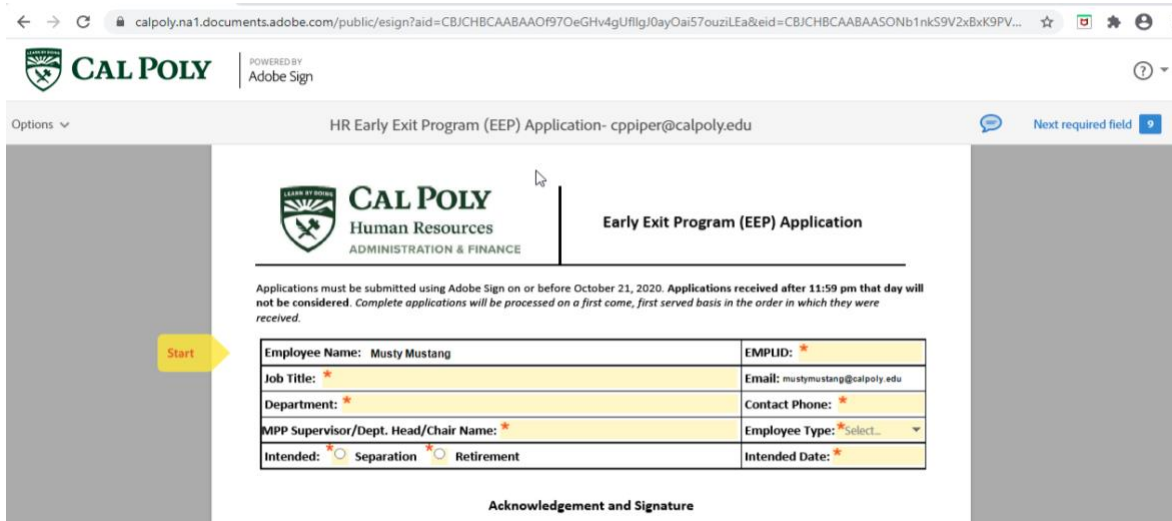
If you see the Select Account screen after clicking on Continue, confirm your Cal Poly email address and then click on Company or School Account.




7. The Cal Poly login page will be displayed. Log in with your Cal Poly user id and password.



8. The Adobe Sign EEP Application form should now be displayed for you to complete and sign. Click on the yellow Start tab to begin filling in the fields. After you have completed a field click on the yellow Next tab to move to the next field. You may also click within a field. All yellow fields with a red asterisk \* must be completed. See field help guide below.



## Field Help Guide

Field	Instructions
EMPLID	Enter your nine-digit EmplID, which can be found on the Personal Info tab in the My Cal Poly portal.
Job Title	Enter your job title (e.g., Admin. Analyst, ASCII, Director of XXXXX). Your title can be found under My Job Info on the Personal Info tab in the My Cal Poly portal.
Department	Enter your department (e.g., Human Resources, OCOB-xxxxx, Student Affairs-xxxx)
Contact Phone	Enter the phone number where you can be reached for questions. Format as 888-888-8888 or (888)888-8888.
MPP Supervisor/Dept. Head/Chair Name	Enter the first and last name of your MPP level Supervisor, Dept. Head, or Dept. Chair.
Employee Type	If you are in a faculty position, select "Faculty". All others select "Staff/MPP".
Intended; Separation or Retirement	If you are separating, but not retiring from Cal Poly, click on "Separation". If you are separating from Cal Poly with the intent of retiring, click on "Retirement".
Intended Date	For AY Faculty the intended separation date is 12/5/2020. All others, must separate on our before 12/30/2020. Please see Terms and Conditions <a href="https://afd.calpoly.edu/hr/employee-resources/early-exit/early-exit-terms-conditions">https://afd.calpoly.edu/hr/employee-resources/early-exit/early-exit-terms-conditions</a> for additional information.
Signature	<p>Click to add electronic signature. To change the signature style hover over your signature, then click on your signature when the Click to Change box</p>  <p>appears. See <a href="https://helpx.adobe.com/sign/using/create-electronic-signature.html">https://helpx.adobe.com/sign/using/create-electronic-signature.html</a> for additional information on setting up and managing Adobe Sign signatures.</p>

9. After all the fields have been completed, sign the application by clicking on the Click here to sign box. See <https://helpx.adobe.com/sign/using/create-electronic-signature.html> for additional information on setting up and managing Adobe Sign signatures.

Options ▾ HR Early Exit Program (EEP) Applicatio... Next Required 6

**CAL POLY** Human Resources ADMINISTRATION & FINANCE

**Early Exit Program (EEP) Application**

Applications must be submitted using Adobe Sign on or before October 21, 2020. Applications received after 11:59 pm that day will not be considered. Complete applications will be processed on a first come, first served basis in the order in which they were received.

Employee Name: Musty Mustang	EMPLID: 123456789
Job Title: University Mascot	Email: mustymustang@calpoly.edu
Department: *	Contact Phone: *
MPP Supervisor/Dept. Head/Chair Name:	Employee Type: Staff/MPP ▾
Intended: <input type="radio"/> Separation <input type="radio"/> Retirement	Intended Date: *

**Acknowledgement and Signature**

I acknowledge that I have reviewed and meet the following criteria:

- I have received and read the entirety of the Early Exit Program, understand all requirements regarding eligibility and certify that I meet all requirements.
- I have read and understand the TERMS AND CONDITIONS.
- I have read the entirety of this APPLICATION and understand all provisions hereto, including that the Early Exit Program will require me to execute a General Waiver and Release of claims.
- I understand that this program does not create an entitlement and the provisions in the program are subject to change at the discretion of management.
- I understand that my decision to separate and the date chosen for separation in this Application is irrevocable upon signature and submission of the SEPARATION AGREEMENT AND RELEASE.
- I understand that, upon signature and submission of the SEPARATION AGREEMENT AND RELEASE, that I am eligible to receive the calculated severance package within 30 days from my last day of employment.
- I acknowledge that the University reserves the right to accept or deny applications in accordance with the TERMS AND CONDITIONS.
- I understand that participation in the EEP is completely voluntary.
- I have been advised to speak with an Attorney before signing this form.
- I certify that the information contained herein is true and correct.

Musty Mustang Employee Name      \*Click here to sign Signature      09/28/20... Date

Next

Click Next and complete all fields.

After all of the fields have been completed, click to sign

Saved

10. Click on the blue Click to Sign button. This will complete and submit your application. The blue Click to Sign button only appears when all required fields have been completed. If you do not see the button, review your document and complete the yellow highlighted fields.

signature and submission of the SEPARATION AGREEMENT AND RELEASE.

- I understand that, upon signature and submission of the SEPARATION AGREEMENT AND RELEASE, that I am eligible to receive the calculated severance package within 30 days from my last day of employment.
- I acknowledge that the University reserves the right to accept or deny applications in accordance with the TERMS AND CONDITIONS.
- I understand that participation in the EEP is completely voluntary.
- I have been advised to speak with an Attorney before signing this form.
- I certify that the information contained herein is true and correct.

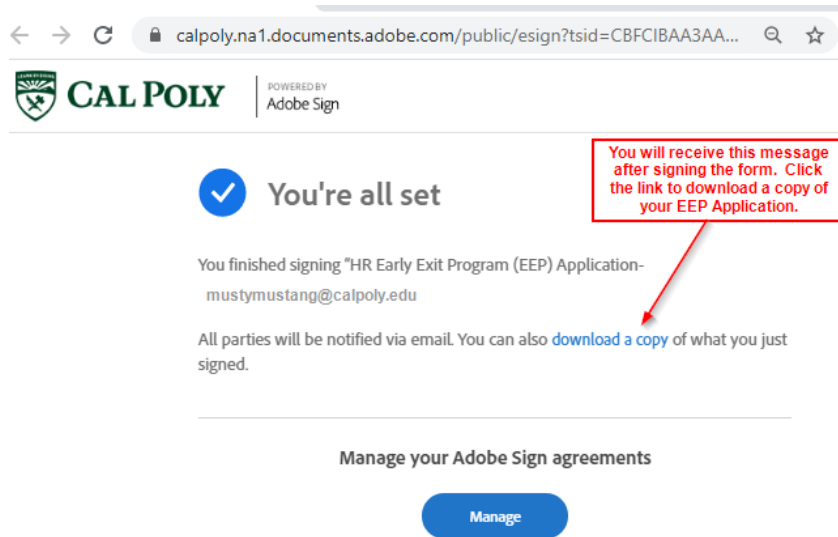
Musty Mustang Employee Name      Musty Mustang Signature      09/28/20... Date

Click to submit EEP application

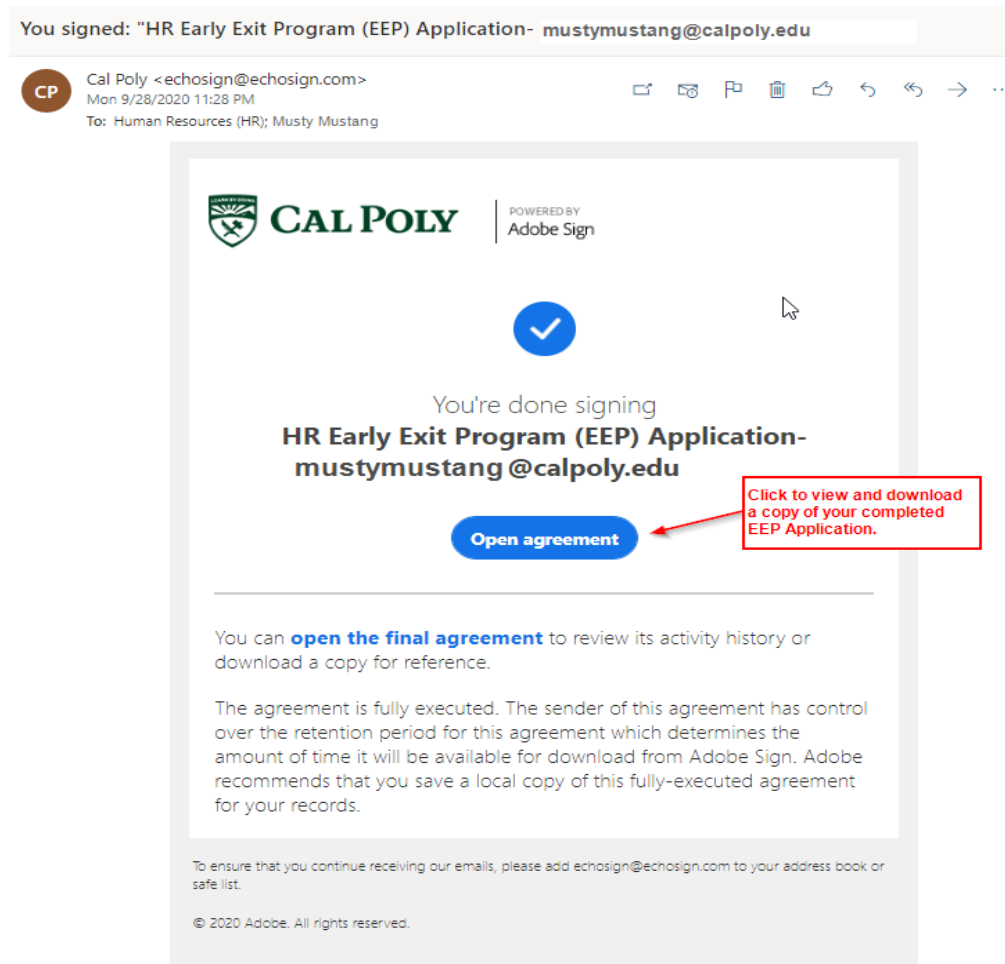
I agree to the Terms of Use and Consumer Disclosure of this document

Click to Sign

11. A message will appear that you have finished signing the EEP Application form. To download a copy of your signed form, click on the “download a copy” link.



12. You will also receive an email from Cal Poly <echosign@echosign.com> with a link to view and download your completed form. If you do not see the email in your **Inbox**, check in Junk, Clutter, or Other. **Forms** are available in Adobe Sign for 90 days from the date completed.





13. Your Adobe Sign forms can also be accessed by using the Adobe Sign link under My Apps in the My Cal Poly portal.

The screenshot shows the 'My Portal' interface. At the top left is the Cal Poly logo and 'My Portal' text. Below it is a navigation bar with links: Home, Money Matters, Personal Info, Library, Staff and Faculty Training, and Parking. The main content area is divided into 'My Apps' and 'My Classes'. The 'My Apps' list includes: Email & Calendar, Cal Poly OneDrive, HR Administration, Student Administration, CSU Portal- Financial Administration, PolyData Dashboards, Campus Wiki, Electronic Workflow, Facilities Requests, PolyCard Services, CSYou Portal, Cal Poly Jobs, Cal Poly Learning Hub, **Adobe Sign** (highlighted with a red box and an arrow pointing to a callout box), and Data Cookbook. The 'My Classes' section shows 'Fall Quarter 2020' with a 'View Other Quarters' button and three informational messages. Below that is 'Directory Information' with a search box and a 'Simple Search' section.

**Click to log into your Adobe Sign account.**

Completed documents can be accessed within your Adobe Sign account through the Manage > Completed menu.

The screenshot shows the Adobe Sign interface. At the top left is the Cal Poly logo and 'POWERED BY Adobe Sign'. Below it is a navigation bar with links: Home, Send, **Manage** (highlighted with a red box and an arrow pointing to a callout box), Reports, and Group. The main content area is titled 'Your agreements' and shows a list of documents. The 'Completed' status is highlighted in the left sidebar. The main list shows a document from 'Musty Mustang' (Cal Poly) sent by 'Human Resources Dept.' (Cal Poly) with the title 'HR Early Exit Program (EEP)... litation- mustymustang@calpoly.edu'. The document has 'Open' and 'Download PDF' buttons. A callout box points to the 'Completed' status and the document row, stating: 'Click on Completed, then hover over document for the Open and Download PDF options to be displayed.'

**Click on Manage**

**Click on Completed, then hover over document for the Open and Download PDF options to be displayed.**