

Personnel Action Form

LOG (For Office use Only):

Form Initiated by:

*Employee Name:		*NJIT ID #:	
*Department:		*Employee Type:	
*Action Reason:			
*Effective Start Date:		Effective End Date:	
Additional Remarks:			

*Position #		Hours per week:		Months per year:	
Job Title:					
Annual Salary:		Hourly/Per Pay:			

Index/Labor Distribution (complete only if labor distribution is changing):

<u>Labor Effective Dates:</u>	<u>Index #:</u>	<u>Account:</u>	<u>% or Dollar Amount</u>
Total Distribution:			

Department Signature:	Date:
Dean/Division Signature:	Date:
Vice President Signature:	Date:
Grants Office Signature (if required):	Date:
Budget Office Signature:	Date:
Human Resources Signature:	Date:

HR Use Only:

FTE:		Eclass:		Entered by:		Date:	
Org #		Retro:					