

Personnel Action Form

LOG # (for office use only:)

Form initiated by:

Employee Name

NJIT ID#

Employee Title

Employee type

Department

Job Start Date

Position Number

Job End Date

Salary

Action Reason*

Index*

*Enter Separation Reason if Separation is chosen

**If charged to more than one index use remarks box below with percentages for labor*

Account

Separation Reason

REMARKS:

APPROVALS (Name and Date)

Department:

Dean:

VP:

Budget Reviewer:

Budget Approver:

Human Resources:

HR Approver:

Payroll:

Additional Approvers (if warranted):

Name

Department

Title