

## Personnel Action Form

LOG (For Office use Only):

*Form Initiated by:*

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

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

**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>
<b>Total Distribution:</b>			

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

**HR Use Only:**

<b>FTE:</b>		<b>Eclass:</b>		<b>Entered by:</b>		<b>Date:</b>	
<b>Org #</b>		<b>Retro:</b>					