



Faculty Summer Researcher/Administration Assignment Authorization

Initiator: _____ *Log (For office use only):* _____
 Name: _____ NJIT ID: _____
 Department: _____
 Assignment Start: _____ Assignment End: _____
 Total Amount: _____

Labor Distribution:

<u>Index</u>	<u>Account</u>	<u>*%</u>	<u>*\$</u>
Total Distribution:			

**Enter either % or \$, not both.*

Additional Remarks: (Please specify requested pay dates)

Approvals:

PI/Department: _____ Date: _____
 Dean: _____ Date: _____
 Grants Office (when required): _____ Date: _____
 Vice President: _____ Date: _____
 Budget Office: _____ Date: _____

HR/Payroll Use Only:

Entered by: _____ Date: _____

HR Notes: _____