

Who: The PI is ultimately responsible for the budget on each of his/her projects but support staff may be asked to complete some of this work. This form is reviewed by the Office of the Treasurer and processed by Human Resources.

What: The Authorization for Employment Form contains the information Human Resources needs to pay your employees correctly from your project/grant.

Where: Forms: finance.tcnj.edu/forms/; Training: <http://academicgrants.tcnj.edu/ug-training/>; Office of the Treasurer: Green Hall Room 207.

When: This form should be completed at the start of a new project/grant, any time someone is added to your project/grant (full time or part time), or any time an employee's charging instructions (chartfields) change.

Why: This form ensures that employees working on your projects/grants are paid appropriately and informs effort verification.

How: Complete the Authorization for Employment Form using information you retrieve from your grant budget. If the position is a new position, also complete the Grant Position Request Form. Deliver the completed and signed Authorization for Employment Form with copies of the approved budget and budget justification to the Office of the Treasurer.



Grant Authorization for Employment

Not for use for initial appointment.

Please submit a minimum of two weeks before hiring an employee.

This form supersedes all previously submitted forms.

Indicate whether this AFE is to change chartfields (or appoint a new employee), reappoint an existing employee, or process a merit pay increase

Enter the start and end dates for this action (must be within the grant start and end dates)

Complete this section with the employee, position, and pay information

Action (Please check appropriate box):		<input checked="" type="checkbox"/> Change in Chartfield	<input checked="" type="checkbox"/> Reappointment
		<input type="checkbox"/> Merit Increase *ref below	
<small>If retro pay, please note distribution of retro pay (Under Distribution in start date type RETRO PAY)</small>			
Employee Name:	Jon Snow	Title of Position:	Project Manager
Grant Title:	Night's Watch grant	<input checked="" type="checkbox"/> Full-time (account 51200)	<input type="checkbox"/> Part-time (account 51210)
		Hours per Week:	35
		Current Salary FT/PT:	\$ 58,917.38
Department:	Department of Defense	Proposed Salary FT/PT:	\$ 58,917.38
Supervisor:	Catelyn Stark	OR Rate for Hourly Employee	
Position #		Hourly Employee Budget not to Exceed	
Check Here If 10 month Employee	<input type="checkbox"/>	Check Here If Hourly Employee**	<input type="checkbox"/>

Distribution:		Automatic Calculation - DO NOT TYPE IN THIS BOX	
Start Date: must be beginning of pay period	7/1/2015	# of Pay Periods:	26.20
End Date:	6/30/2016	Bi-weekly Rate:	\$ 2,248.75
		ACTUAL AMOUNT TO BE PAID:	\$ 58,917.38

Percentage	Account	Fund	Dept ID	Class	Program	Proj/Grant	Grant End Date
19.98%	51200	40	03			N1999	6/30/2016
80.02%	51200	40	03			F1699	6/30/2016

Enter the chartfields, percent salary allocation to each, and end date for grant chartfields

Tips:

- Submit AFEs to the Office of the Treasurer at least three weeks prior to the start date to ensure timely processing.
- Submit reappointment AFEs at least three weeks prior to the end date of the current AFE to avoid termination of the employee's pay and email/systems access.

More Information: For more information refer to the Grant Financial Management Manual or contact the Office of the Treasurer at 609.771.2186.