Required Forms for Transfers – Temporary Employees

Graduate Student/Assistant > Temporary Employee

Required Forms

- Temporary Employment Services (TES) Request Form
- TES Notice Form

Required Actions

1. The department submits a TES request form to testime@auburn.edu
2. If there is an active assignment in Banner, the home department must submit an assignment termination EPAF. (TERMJB EPAF type)
3. The department ensures that the employee is not enrolled.
4. TES will initiate an EPAF to add a temporary assignment. TES will follow up with the department if additional information is necessary. (i.e., background checks, signed application form, etc.)
5. If applicable, completion of Foreign National Tax Form. (See instructions for additional information.)