Required Forms for Transfers – Graduate Student Employees

Undergraduate Student Employee > Graduate Student Employee (Assistantship – Monthly Paid)

Required Forms/Information

☐ If GA, Graduate Assistant Position Description Form
☐ Background Check Completion

Required Actions

1. If this is the first assignment or a change in assignment, the department completes and submits the Position Description form.

2. The department initiates the background check. Refer to the Graduate Student Employee Background Check Resources.

3. The department reviews the PEAEMPL (employee record) in Banner. If active and if the home department needs to change location, submit a NJGA (New Job Grad Student Monthly) EPAF in the system; or

4. The department reviews the employee record (PEAEMPL) in Banner. If there is an active record and if the home department remains the same location, submit an ADJGA (Add Part-time Job to Monthly Paid Graduate Assistant).

5. If applicable, completion of Foreign National Tax Form. (See instructions for additional information.)