Required Forms for Transfers – Graduate Student Employees

Temporary Employee > Graduate Student Employee (Non-Assistantship – Bi-weekly Paid)

Required Forms/Information
- Background Check Completion

Required Actions
1. The department initiates the background check. Refer to the Graduate Student Employee Background Check Resources.
2. The department reviews the PEAEMPL (employee record) in Banner. If active and if the home department needs to change location, submit a NJGB (New Job Grad Biweekly) EPAF in system; or
3. The department reviews the employee record (PEAEMPL) in Banner. If there is an active record and if the home department remains in the same location, submit an ADJGB (Add Part-time Job to Biweekly Paid Graduate Assistant).
4. If applicable, completion of Foreign National Tax Form. (See instructions for additional information.)