



Required Forms for Transfers – Temporary Employees

Regular (Benefits Eligible) Administrative Professional or Staff Employee > Temporary Employee

Required Forms

- ☐ [Temporary Employment Services \(TES\) Request Form](#)

Information

All new hire paperwork is required. See the [Temporary Employment hiring checklists](#) for additional information and required forms.

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 a termination EPAF to terminate the employee in Banner. (TERMEE EPAF type)
3. TES will initiate an EPAF for the new assignment after all of the new hire paperwork is received.
4. If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)