



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.)