

## **Required Forms for Transfers – Temporary Employees**

## **Temporary Employee > Temporary Employee**

## Required Forms

☐ Temporary Employment Services (TES) Request Form

## Required Actions

- 1. The department submits a TES request form to <a href="mailto:testime@auburn.edu">testime@auburn.edu</a>
- 2. TES will initiate an EPAF to add a temporary assignment.