



Required Forms for Transfers – Student Employees

Temporary Employee > Student Employee

Required Forms

No paperwork is required to HR Records

Required Actions

1. The department confirms the student's enrollment.
2. The department reviews the PEAEMPL (employee record) in Banner. If active and if the home department needs to **change the** location, submit a **NJST** (New Job Student) 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 the **same** location, submit a **ADJBPT** (Add Part-time Job-Biweekly Paid Employee)
4. If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)