



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.)