



Required Forms for Transfers – Graduate Student Employees

Graduate Student Employee > Graduate Student Employee

Required Forms/Information

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** 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 **ADJGA** (Add Part-time Job to Monthly Paid Graduate Assistant).
4. If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)