



Required Forms for Transfers – Regular Employees

All Employee Types > Administrative/Professional or Staff Employee

Required Forms/Information

No paperwork is required unless there are changes to taxes or biographical/demographic data.

Required Actions

1. The department submits a termination of employee assignment record (TERMJB) EPAF.
2. If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)
3. HR Records enters the record into Banner.