

**A&P and Faculty**

A&P and Faculty employees are line employees.

**FACULTY ONLY:** Submit the following paperwork to initiate the background check request to [Talent@ucf.edu](mailto:Talent@ucf.edu) or fax to 407-823-1095 for new hires (or employees off of payroll for more than 1 year).

- [Faculty Applicant Affirmation Form](#)

**The ePAF SHOULD NOT be submitted and the employee CANNOT begin working until the department has received the background check confirmation email from Talent Acquisition ([Talent@ucf.edu](mailto:Talent@ucf.edu)).**

The following Hire/Rehire Sign-In documents must be attached to the ePAF by the hiring department with the file name of HR\_HIRE\_Emplid\_Name (Ex. HR\_HIRE\_1212121\_Smith). Please refer to the [Payroll Calendar](#) for the ePAF/Sign-In Paperwork deadlines.

| Documents Required   | Hire <sup>1</sup>        | Rehire <sup>2</sup>      | Attach to ePAF in file named HR_HIRE_Emplid_Name | Provide to Employee      |
|--|--------------------------|--------------------------|--|--------------------------|
| ePAF   | <input type="checkbox"/> | <input type="checkbox"/> |  |                          |
| <a href="#">Electronic I-9 Form</a>  | <input type="checkbox"/> | <input type="checkbox"/> |  |                          |
| Agreement  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                         |                          |
| <a href="#">Orientation Notice</a>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                         |                          |
| <a href="#">Retirement Status Notification Form</a>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                         |                          |
| Copy of Background Check confirmation email (from Talent Acquisition – <a href="mailto:Talent@ucf.edu">Talent@ucf.edu</a> ) (Faculty Only) | <input type="checkbox"/> |                          | <input type="checkbox"/>                         |                          |
| <a href="#">3-in-1 Form</a>  | <input type="checkbox"/> |                          | <input type="checkbox"/>                         |                          |
| <a href="#">Employee Acknowledgment Form</a>   | <input type="checkbox"/> |                          | <input type="checkbox"/>                         |                          |
| <a href="#">Personal Data Sheet</a>  | <input type="checkbox"/> |                          | <input type="checkbox"/>                         |                          |
| <a href="#">Informational Sheet, Direct Deposit and W-4</a>  | <input type="checkbox"/> |                          |  | <input type="checkbox"/> |
| <a href="#">Health Insurance Marketplace Notice</a>  | <input type="checkbox"/> |                          |  | <input type="checkbox"/> |
| <a href="#">Drug-Free Workplace Policy Statement</a>   | <input type="checkbox"/> |                          |  | <input type="checkbox"/> |

**If applicable:**

|   |                          |                          |   |
|---|--------------------------|--------------------------|---|
| <a href="#">Employment of Relatives Form</a> (Faculty-send to Faculty Excellence, A&P-send to HR. Form <b>must be approved</b> by HR/Faculty Excellence prior to hire date. | <input type="checkbox"/> | <input type="checkbox"/> | Submitted/Approved prior to hire date. Attach to ePAF once all signatures have been obtained. |
|---|--------------------------|--------------------------|---|

<sup>1</sup>Hire-New hire to UCF or off of Payroll for more than a year. <sup>2</sup>Rehire-Off of Payroll for more than 120 days (equivalent to 1 semester) but less than a year. If an employee is off of Payroll for less than 120 days, an ePAF and applicable agreement is only needed.