

### Graduate Assistantship

Graduate assistantships (agreements) are professional development experiences in research, teaching, or administration related to, or enhancing, students' study in their academic programs.

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).

- [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 Guidelines](#) and [Payroll Calendar](#) for the ePAF/Sign-In Paperwork deadlines. **Assistantship paperwork must be attached separately.**

Documents Required	Hire <sup>1</sup>	Rehire <sup>2</sup>	Attach to ePAF in file named HR_HIRE_Emplid_Name	Attach Separately to ePAF	Provide to Employee
ePAF	<input type="checkbox"/>	<input type="checkbox"/>			
<a href="#">Electronic I-9 Form</a>	<input type="checkbox"/>	<input type="checkbox"/>			
Assistantship Agreement	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">Supplemental Assignment Form</a> (working + 20 hours/wk.) or <a href="#">Teaching Qualifications Form</a> (9183)	<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> )	<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> (send to Faculty Excellence. Form must be approved by Faculty Excellence prior to hire date.)	<input type="checkbox"/>	<input type="checkbox"/>	Submitted/Approved prior to hire date. Attach approved form signed by Faculty Excellence to ePAF once all signatures have been obtained.
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<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 graduate assistantship paperwork is only needed.