

International/Non-Resident Employees

All international employees must meet with the Employment and Taxation Section at UCF Global to complete the hiring paperwork (excluding the ePAF form). International employees include anybody who is **NOT** a U.S. citizen, permanent resident, or naturalized citizen.

***UCF Global must complete the I-9 form for all non-resident alien international employees. The effective first day of work is determined by the effective date that UCF Global lists on the employee’s I-9 form. Please verify that the effective hire date listed on the employee’s Hire ePAF and/or contract is NOT before the effective date listed on the I-9 form completed by UCF Global as the employee will not be permitted to start working prior to that effective date and will further delay the processing of the ePAF. ***

NOTE

Prior to submitting an ePAF or hiring an employee, submit the applicable Affirmation Form to initiate the background check request to Talent@ucf.edu or fax to 407-823-1095 for new hires (or employees off of payroll for more than a year) or hourly non-students off of payroll for more than 30 days. **If the employees doesn’t have a Social Security Number at time of hire, send an email to Talent@ucf.edu to request a waiver prior to their hire date.**

The accurate and complete sign-in documents are required prior to the employee being placed on UCF Payroll. Please refer to the [Payroll Calendar](#) for the ePAF/Sign-In Paperwork deadlines. All forms are located on the [Human Resources](#) and [Provost Website](#). The following Hire/Rehire Sign-In documents as specified must be attached to the ePAF by the hiring department with the file name of HR_HIRE_Emplid_Name (Ex. HR_HIRE_1212121_Smith.)

| Documents Required | Hire¹ | Rehire² | Attach to ePAF in file named HR_HIRE_Emplid_Name | Provide to Employee |
|--|--------------------------|---------------------------|---|------------------------------------|
| ePAF | <input type="checkbox"/> | <input type="checkbox"/> | | |
| <u>Electronic I-9 Form</u> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Foreign National Immigration Status Data Form | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Immigration Documents | <input type="checkbox"/> | <input type="checkbox"/> | | |
| <u>Retirement Status Notification Form</u> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Copy of Background Check confirmation or waiver email (from Talent Acquisition - Talent@ucf.edu) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>3-in-1 Form</u> | <input type="checkbox"/> | | <input type="checkbox"/> | |
| <u>Employee Acknowledgment</u> | <input type="checkbox"/> | | <input type="checkbox"/> | |
| <u>Personal Data Sheet</u> | <input type="checkbox"/> | | <input type="checkbox"/> | |
| <u>Informational Sheet, Direct Deposit</u> | <input type="checkbox"/> | | | <input type="checkbox"/> |

| | | | |
|--|--------------------------|--|-------------------------------------|
| W-4 | <input type="checkbox"/> | | UCF Global will send directly to HR |
| Health Insurance Marketplace Notice | <input type="checkbox"/> | | <input type="checkbox"/> |
| Drug-Free Workplace Policy Statement | <input type="checkbox"/> | | <input type="checkbox"/> |

If applicable:

| Documents Required | Hire ¹ | Rehire ² | Attach to ePAF in file named HR_HIRE_Emplid_Name |
|---|--------------------------|--------------------------|---|
| Adjunct Faculty Agreement (Adjunct Employee) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Agreement (A&P, Faculty, Graduate Assistantship, or Post-Docs) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Brief Job Description (required only if hourly and paid from C&G accounts.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employment of Relatives Form (send to Faculty Excellence or HR based on employee type. Form must be approved 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. Approved form will be forwarded by Faculty Excellence when applicable |
| Orientation Notice (Line Employees and Post Docs) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SSA-1945 (Adjunct, OPS Hourly Non-Students, Post-Docs) | <input type="checkbox"/> | | <input type="checkbox"/> |

¹Hire-New hire to UCF or off of Payroll for more than a year.

²Rehire-Off of Payroll for more than 120 days (equivalent to 1 semester) but less than a year. If an employee has been off of Payroll for less than 120 days, an ePAF and applicable agreement is only needed.