

OPS Hourly Non-Students

OPS Hourly Non-Student employees are OPS employees who are not in a degree seeking program at UCF. OPS Hourly Non-Student available job codes are located at, <https://hr.ucf.edu/files/OPS-Hourly-Non-Student-Job-Codes.pdf>.

Submit the following paperwork 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 30 days).

- [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).

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 ¹	Rehire ²	Attach to ePAF in file named HR_HIRE_Emplid_Name	Provide to Employee
ePAF	<input type="checkbox"/>	<input type="checkbox"/>		
Electronic I-9 Form	<input type="checkbox"/>	<input type="checkbox"/>		
Retirement Status Notification Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Background Check confirmation email (from Talent Acquisition - Talent@ucf.edu)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brief Job Description (required only if paid from C&G accounts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-in-1 Form	<input type="checkbox"/>		<input type="checkbox"/>	
Employee Acknowledgment Form	<input type="checkbox"/>		<input type="checkbox"/>	
SSA-1945 Form	<input type="checkbox"/>		<input type="checkbox"/>	
Personal Data Sheet	<input type="checkbox"/>		<input type="checkbox"/>	
Informational Sheet, Direct Deposit and W-4	<input type="checkbox"/>			<input type="checkbox"/>
Health Insurance Marketplace Notice	<input type="checkbox"/>			<input type="checkbox"/>
Drug-Free Workplace Policy Statement	<input type="checkbox"/>			<input type="checkbox"/>

If applicable:

Employment of Relatives Form (send to HR. Form must be approved by HR prior to hire date)	<input type="checkbox"/>	<input type="checkbox"/>	Attach to ePAF once all signatures have been obtained.
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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.