OPS Hourly Non-Students

IMPORTANT: Only use the following checklist if the hire/rehire was **NOT** processed through the **PageUp** system

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-Classifications-and-Job-Codes.pdf

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Submit the following to initiate the background check request for new hires (or employees off of payroll for more than 30 days).

☐ **Background Check Request Online Form**

The ePAF SHOULD NOT be submitted and the employee CANNOT begin working until the department has received the background check approval/waiver email from Talent Acquisition.

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

Documents Required	Hire[1]	Rehire[2]	Attach to ePAF in file named HR_HIRE_Emplid_Name	Provide to Employee
ePAF	☐	☐		
Electronic I-9 Form	☐	☐		
Retirement Status Notification Form	☐	☐	☐	
Copy of Background Check approval/waiver email	☐	☐	☐	
3-in-1 Form	☐		☐	
Employee Acknowledgment Form	☐		☐	
Loyalty Oath-Rights to Inventions	☐		☐	
SSA-1945 Form	☐		☐	
Personal Data Sheet	☐		☐	
Informational Sheet, Direct Deposit and W-4	☐			☐
Health Insurance Marketplace Notice	☐	☐		☐
403(b) Plan-Notice of Eligibility	☐	☐		☐
Drug-Free Workplace Policy Statement	☐	☐		☐

If applicable:

Employment of Relatives Form (send to HR. Form **must be approved** by HR **prior** to hire date)	☐	☐	**Attach to ePAF once all signatures have been obtained.**

[1]Hire-New hire to UCF or off of Payroll for more than a year. [2] Rehire-Off of Payroll for more than 120 days (equivalent to 1 semester) but less than a year.