

## 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](mailto: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](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. **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 includes anybody who is NOT a U.S citizen, permanent resident, or naturalized citizen.**

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"/>		
<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"/>	<input type="checkbox"/>	
Brief Job Description (required only if paid from C&G accounts)	<input type="checkbox"/>	<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="#">SSA-1945 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 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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<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.