

OPS to Line

If an employee is **currently** employed as an OPS employee, or **has been employed as an OPS employee within the past semester**, and is now being hired into a line position, the following paperwork is required.

FACULTY and POST-DOCS ONLY: 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 1 year).

- [Faculty Applicant 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 OPS to Line Sign-In Documents must be completed and 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	OPS to Line	Attach to ePAF in file named HR_HIRE_Emplid_Name
ePAF	<input type="checkbox"/>	
Agreement (A&P, Faculty, or Post-Docs)	<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"/>
Orientation Notice	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Status Notification Form	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Background Check confirmation email (from Talent Acquisition – Talent@ucf.edu) (Faculty and Post-Docs Only)	<input type="checkbox"/>	<input type="checkbox"/>
SSA-1945 (Post-Docs Only)	<input type="checkbox"/>	<input type="checkbox"/>
Drug-Free Workplace Policy Statement	<input type="checkbox"/>	Document is given to employee and not sent to HR

If applicable:

Employment of Relatives Form (Post-Docs and Faculty -send to Faculty Excellence: A&P&USPS- send to HR. Form must be approved by HR/Faculty Excellence prior to hire date.)	<input type="checkbox"/>	Submitted/Approved prior to hire date. Attach to ePAF once all signatures have been obtained.
USPS Time-Limited Appointment Memo	<input type="checkbox"/>	<input type="checkbox"/>