

NAME _____

HR LIAISON/CONTACT _____

EMPLID _____

DEPARTMENT _____

PHONE _____

DATE OF HIRE _____

PERSONAL EMAIL _____

Orientation Notice

Orientation has been scheduled for you on **Friday, _____, 20____**, regarding University policies, procedures, and benefits. Orientation will be held in the **Human Resources Training Room, 3280 Progress Dr. Suite 100, from 8:30 a.m. to 3:30 p.m.**

PLEASE NOTE: As a new employee, you have 60 days from your date of hire to enroll in benefits through People First (health and other supplemental insurance) as well as other supplemental insurance plans through The Gabor Agency without evidence of insurability. If you miss the above scheduled orientation session or should your 60 days expire before your scheduled orientation, it is your responsibility to contact the Learning & Organizational Effectiveness Section of Human Resources (407-823-0440) to reschedule an orientation date and the Benefits Section of Human Resources (407-823-2771) regarding insurance options. Also, please note if you were previously in a benefits eligible OPS position, and did not enroll in benefits as an eligible OPS employee when initially eligible, you will not be eligible to enroll outside of a Qualified Status Change and/or Open Enrollment unless your break in service between your OPS and Salaried FTE position is greater than 26 weeks. For additional information, contact the Benefits Section at Benefits@ucf.edu.

I acknowledge by initialing below, that I have received a copy of the Notice of Drug-Free Schools and Drug-Free Workplace Policy. I have also been made aware that the Human Resources website located at www.hr.ucf.edu contains information pertinent to my employment at the University of Central Florida. This includes the Terms and Conditions of Employment, Standards for Disciplinary Action, and other policies and procedures. For information regarding retirement, I understand that I may view the FRS Retirement Guides on-line at www.myfrs.com. I understand that it is my responsibility to review these documents in their entirety.

_____ Drug-Free Schools & Workplace Policy

I agree to return all State of Florida and UCF property in my possession, and settle all accounts prior to receipt of my final paycheck. I further agree and consent that failure to return property and settle accounts will result in deductions from my final paycheck and/or eligible leave payout. If the full amount cannot be deducted, my account will be referred to a collection agency, and I agree to reimburse the fees of any collection agency, which may be based on a percentage of the debt collected, and all costs and expenses, including reasonable attorneys' fees incurred in such collection efforts.

Signature

Date

I understand, in accordance with UCF Regulation 3.039, that participation in the direct deposit program is mandatory. I understand that I must initiate my direct deposit via the myUCF portal, effective my hire date and after my payroll record is active in the system, in order to establish the direct deposit process with my financial or banking institution.

Signature

Date

FACULTY AND ADMINISTRATIVE & PROFESSIONAL (A&P) POSITIONS ONLY:

I understand that Faculty and A&P employees are automatically enrolled in the State University System Optional Retirement Program (SUSORP). I have 90 days from my date of employment (the appointment date stated on my employment contract) to affirm my SUSORP membership by completing Form ORP-ENROLL and opening a SUSORP account with one of the five SUSORP investment companies. I understand that if I elect to enroll in the FRS Pension or Investment Plan, I must complete Form ORP-ENROLL declining enrollment in the SUSORP as well as the EZ Retirement Plan Enrollment Form. I understand that if I do not complete all required SUSORP election paperwork within 90 days, I will be irrevocably transferred to the FRS. For more information regarding the UCF retirement plans including plan comparisons, links to all required forms and step by step enrollment instructions, please reference the HR website here: <http://hr.ucf.edu/current-employees/retirement/>.

**Note: The ORP retirement plan is mandatory for College of Medicine Faculty Members*

Faculty/A&P Employee Signature

Date