



Rehiring an Employee

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

Submit the following to initiate the background check request for non-faculty rehires.

- [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.

If an employee has been off of Payroll for more than 1 semester (or greater than 120 days) but less than one year, the following rehire sign-in paperwork is required. If an employee has been off of Payroll for a year or more, new hire sign-in paperwork is required.

The accurate and complete sign-in documents are required prior to the employee being placed on UCF Payroll. Please refer to the Payroll Calendar for the ePAF deadlines. The following Rehire 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.)

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	Rehire	Attach to ePAF with file named HR_HIRE_Emplid_Name
ePAF	<input type="checkbox"/>	
Electronic I-9 Form	<input type="checkbox"/>	
Retirement Status Notification Form	<input type="checkbox"/>	<input type="checkbox"/>
Health Insurance Marketplace Notice	<input type="checkbox"/>	Document is given to employee and not sent to HR
403(b) Plan-Notice of Eligibility	<input type="checkbox"/>	Document is given to employee and not sent to HR
Drug-Free Workplace Policy Statement	<input type="checkbox"/>	Document is given to employee and not sent to HR

If applicable:

Agreement (Faculty, Post-Doc, Adjuncts, Graduate Assistantship)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Background Check approval/waiver email (from Talent Acquisition-- for non-faculty appointments who have been off of payroll for more than 30 days).	<input type="checkbox"/>	<input type="checkbox"/>
Employment of Relatives Form (send to HR or Faculty Excellence based on employee type. 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.
Orientation Notice (A&P, Faculty, Post-Docs, USPS)	<input type="checkbox"/>	<input type="checkbox"/>