

### ***Rehiring an Employee***

If an employee has been off of Payroll for less than 120 days, an ePAF and applicable agreement is only needed. If an employee has been off of Payroll for a year or more, new hire sign-in paperwork is required.

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.

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/Sign-In Paperwork 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 forms are located on the [Human Resources](#) or [Provost Website](#).

<b>Documents Required</b>	<b>Rehire</b>	<b>Attach to ePAF with file named HR_HIRE_Emplid_Name</b>
ePAF	<input type="checkbox"/>	
<a href="#">Electronic I-9 Form</a>	<input type="checkbox"/>	
<a href="#">Retirement Status Notification Form</a>	<input type="checkbox"/>	<input type="checkbox"/>

*If applicable:*

Agreement (A&P, Faculty, Post-Doc, Adjuncts, Graduate Assistantship)	<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> ) for OPS hourly non-students who have been off of payroll for more than 30 days	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Employment of Relatives Form</a> (send to HR or Faculty Excellence based on employee type. Form <b>must be approved</b> by HR/Faculty Excellence <b>prior</b> to hire date.)	<input type="checkbox"/>	Submitted/Approved prior to hire date. Attach to ePAF once all signatures have been obtained.
<a href="#">Orientation Notice</a> (A&P, Faculty, Post-Docs, USPS)	<input type="checkbox"/>	<input type="checkbox"/>