Student to Non-Student

Employees who are not in an UCF degree seeking program must be placed in a non-student job code at the beginning of the next applicable pay period.

Submit the following paperwork to initiate the background check request to Talent@ucf.edu or fax to 407-823-1095 for existing student employees changing to an OPS Non-Student or Adjunct job code.

- ☐ **Faculty Applicant Affirmation Form** (Adjuncts)
- ☐ **Affirmation Form** (OPS Non-Students)

The following documents must be attached to the ePAF by the deadlines notated on the Payroll Calendar. The accurate and complete sign-in documents are required prior to processing the ePAF.

All forms are located on the Human Resources or Provost Website.

ePAF (effective date-first day of the pay period)	☐
Agreement (Adjuncts only)	☐
SSA-1945	☐
Copy of Background Check confirmation email (from Talent Acquisition-Talent@ucf.edu)*	☐
Brief Job Description **(required only if hourly and paid from C&G accounts.)**	☐

If applicable:

Employment of Relatives Form (Adjuncts-send to Faculty Excellence; OPS Hourly Non-Students-send to HR. Form **must be approved** by Faculty Excellence/HR **prior** to hire date.)	☐

*Background check must be completed within 30 days of change of status. Failure to comply will result in the employee being removed from payroll.