

Adjunct Faculty

Adjunct Faculty employees are considered OPS employees. In addition to HR-Records Sign-In procedures, please note that Academic Affairs has a separate Adjunct Hiring Package Checklist and Faculty Hiring Guide, which explain the Academic Affairs' procedures for hiring faculty. For questions, please contact Academic Affairs at 407-823-2302.

The following New Employee Sign-In documents for Adjunct Faculty employees must be completed and submitted to Human Resources, Attn: Records, +0140. All forms are located at either www.provost.ucf.edu under Forms or www.hr.ucf.edu under Records – Forms.

ePAF	<input type="checkbox"/>
3-in-1 Form	<input type="checkbox"/>
SSA-1945	<input type="checkbox"/>
Adjunct Faculty Agreement Form	<input type="checkbox"/>
Applicant Affirmation	<input type="checkbox"/>
Confidentiality Agreement	<input type="checkbox"/>
Direct Deposit Form and voided check	<input type="checkbox"/>
Employee Acknowledgment	<input type="checkbox"/>
I-9	<input type="checkbox"/>
I-9 Supporting Documents	<input type="checkbox"/>
Personal Data Sheet	<input type="checkbox"/>
Retirement Status Notification Form	<input type="checkbox"/>
Social Security Card (copy)	<input type="checkbox"/>
W-4	<input type="checkbox"/>

If applicable:

Faculty Affairs Employment of Relatives Form (AA-22)	<input type="checkbox"/>
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It is the department's responsibility to check the status of ePAFs and Sign-In paperwork to ensure that all paperwork is received and approved in a timely manner.