

New (Fall) Faculty (NFO)

Faculty employees are considered line, or benefits eligible, employees. Prior to attending the New Faculty Benefits & Payroll Orientation (NFO), employees must complete several forms, as part of the New Employee Sign-In procedure, in order to be added to the payroll. Employees are strongly encouraged to print, complete, sign, and bring the forms to their department prior to their NFO sessions.

New (Fall) Faculty Employees

Employees who are **new** to the University, or employees who were **previously** employed as an OPS employee but **have been away from UCF for over one (1) year**, are considered new employees to the University, and all New Hire Sign-In paperwork is required.

The following are New Employee Sign-In documents for Faculty employees. All forms are located at www.hr.ucf.edu under Records – Forms.

ePAF	<input type="checkbox"/>
3-in-1 Form	<input type="checkbox"/>
Agreement (includes 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"/>
Orientation Notice *	<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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The following documents are given to employees and are not sent to HR-Records:

Notice of Drug-Free Schools and Drug-Free Workplace Policy	<input type="checkbox"/>
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OPS to Line (Faculty) Employees

If an employee is currently employed as an OPS employee, or has been employed as an OPS employee within the last year and is now being hired into a line (faculty) position, the following paperwork is required.

The following are New Employee Sign-In documents for OPS to Line (Faculty). All forms are located at www.hr.ucf.edu under Records – Forms.

ePAF	<input type="checkbox"/>
3-in-1 Form	<input type="checkbox"/>
Agreement (includes Applicant Affirmation)	<input type="checkbox"/>
Confidentiality Agreement	<input type="checkbox"/>
Employee Acknowledgment	<input type="checkbox"/>
Orientation Notice *	<input type="checkbox"/>
Retirement Status Notification Form	<input type="checkbox"/>

If applicable:

Faculty Affairs Employment of Relatives Form (AA-22)	<input type="checkbox"/>
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The following documents are given to employees and are not sent to HR-Records:

Notice of Drug-Free Schools and Drug-Free Workplace Policy	<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.

- * Orientation Notices are still required as part of the NFO New Hire Sign-In paperwork even though employees sign up for NFO Orientation sessions via MyUCF. For instructions on registering for NFO Orientation sessions, please consult the HR-Benefits website.