

***OPS Non-Students***

Non-student employees are OPS employees who are not enrolled in any level of courses at UCF. OPS non-student employees are hired into USPS job codes.

The following New Employee Sign-In documents for OPS non-student employees must be completed and submitted to Human Resources, Attn: Records, +0140. All forms are located at [www.hr.ucf.edu](http://www.hr.ucf.edu) under Records – Forms.

ePAF	<input type="checkbox"/>
3-in-1 Form	<input type="checkbox"/>
SSA-1945	<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"/>
Signed Staff Application from <a href="http://www.jobswithucf.com">www.jobswithucf.com</a>	<input type="checkbox"/>
Social Security Card (copy)	<input type="checkbox"/>
W-4	<input type="checkbox"/>

*If applicable:*

Human Resources Employment of Relatives Form	<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.