

***OPS to Line***

If an employee is **currently** employed as an OPS employee, or **has been employed as an OPS employee within the past semester**, and is now being hired into a line position, the following paperwork is required.

The following New Employee Sign-In documents for OPS to Line 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"/>
Agreement (if applicable)	<input type="checkbox"/>
Applicant Affirmation (if applicable)	<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"/>
Human Resources Employment of Relatives Form	<input type="checkbox"/>

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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If an employee was **previously** employed as an OPS employee, but **has been away from UCF for over one (1) year**, the employee is considered a new hire, and all New Hire Sign-In paperwork is required. Please consult the New Employee Sign-In procedures for the appropriate line employee.

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.