

OPSGRD

OPSGRD is **not** a graduate assistantship and is **not** governed by graduate assistantship requirements. OPSGRD is an hourly appointment for enrolled graduate students who are assigned to non-graduate assistantship duties.

A graduate employee cannot be employed as both an OPSGRD and a graduate assistant (9181-9187). If an employee is moving from a graduate assistantship to OPSGRD, or vice versa, an ePAF is required.

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

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| ePAF | <input type="checkbox"/> |
| 3-in-1 Form | <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:

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| 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.