

***Post Doctoral Associate (PDA)***

Post Doctoral Associates (PDAs) are considered line employees that are appointed to receive further training and experience in their academic program. As line employees, PDAs are eligible for some benefits. For additional information relating to PDAs, please visit the HR-Compensation, HR-Benefits, or Graduate Studies websites.

The following New Employee Sign-In documents for Post Doctoral Associates 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"/>
Post Doctoral Agreement	<input type="checkbox"/>
3-in-1 Form	<input type="checkbox"/>
SSA-1945	<input type="checkbox"/>
Applicant Affirmation 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"/>
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"/>
--	--------------------------

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"/>
--	--------------------------

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.