

Rehiring an Employee

If an employee has been away from UCF for more than 1 semester (or greater than 120 days) but less than one year, the following rehire paperwork is required.

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

ePAF	<input type="checkbox"/>
3-in-1 Form	<input type="checkbox"/>
Confidentiality Agreement	<input type="checkbox"/>
Employee Acknowledgment	<input type="checkbox"/>
I-9	<input type="checkbox"/>
I-9 Supporting Documents	<input type="checkbox"/>
Retirement Status Notification Form	<input type="checkbox"/>

If applicable:

Adjunct Faculty Agreement (Adjunct Employee)	<input type="checkbox"/>
Applicant Affirmation Form (Faculty, Post-Doc, Adjunct)	<input type="checkbox"/>
Agreement (if applicable)	<input type="checkbox"/>
SSA-1945	<input type="checkbox"/>
Faculty Affairs Employment of Relatives Form (AA-22)	<input type="checkbox"/>
Human Resources Employment of Relatives Form	<input type="checkbox"/>
Graduate Assistant Contract (Graduate Employee)	<input type="checkbox"/>
Orientation Notice	<input type="checkbox"/>
Signed Staff Application from www.jobswithucf.com (OPS Non-Student Employee)	<input type="checkbox"/>

If an employee has been away from UCF **for over one (1) year**, then the employee is considered a new hire, and **all** sign-in paperwork is required according to the type of employee being hired. 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.