

USPS

USPS employees are line, or benefits eligible, employees that are either exempt or non-exempt from overtime.

The following New Employee Sign-In documents for USPS 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"/>
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:

Human Resources Employment of Relatives Form	<input type="checkbox"/>
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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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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.