

Under 30 Days

An employee who is paid on an Under 30 Days form, (also known as an Authorization for Payment of Personal Services), may be seeking compensation for work performed at UCF within a 30 day period, or may be employed on a Dual Compensation contract. Such employees may only be paid once per month, in a one lump sum amount. This form should not be used for Dual Compensations lasting for more than 30 days (i.e. faculty overload). For additional information relating to the Under 30 Days form, please contact HR-Payroll.

An employee who is paid on an Under 30 Days form is considered an OPS employee. If an employee has been away from UCF for one (1) year, the employee is considered a new hire, and all New Employee Sign-In paperwork is required.

The following New Employee Sign-In documents for Under 30 Day employees must be completed and submitted to Human Resources, Attn: Records, +0140. All forms are located at www.hr.ucf.edu under Records – Forms.

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"/>
Staff Application from www.jobswithucf.com	<input type="checkbox"/>
Under 30 Days Form (APPS Form)	<input type="checkbox"/>
W-4	<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"/>

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.