

Undergraduate Students

Students who are hired as OPS undergraduate students must be enrolled in undergraduate courses at UCF. It is the department’s responsibility to verify student enrollment, as well as employment by other departments. The students may be rehired as OPS hourly non-student employees after graduation.

The following New Employee Sign-In documents for undergraduate student 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"/>
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"/>
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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.