

***Student to Non-Student***

If an employee is **currently** employed as a student employee, or **has been employed as a student employee within the past semester (less than 120 days)**, and is now being hired as OPS Hourly Non-Student or Adjunct employee, the following paperwork is required.

The following New Employee Sign-In documents for Student to Non-Student employees 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"/>
SSA-1945	<input type="checkbox"/>
Electronically Signed <a href="#">Staff Application</a> (for OPS Hourly Non-Students)* or Signed Applicant Affirmation form (for Adjunct Employees) located at <a href="http://www.provost.ucf.edu">www.provost.ucf.edu</a> .	<input type="checkbox"/>

*If applicable:*

Human Resources Employment of Relatives Form (OPS Hourly Non-Student)	<input type="checkbox"/>
Faculty Affairs Employment of Relatives Form (AA-22) (Adjunct)	<input type="checkbox"/>

\*OPS Hourly Non-Students must apply for the OPS Position #90000 at [www.jobswithucf.com](http://www.jobswithucf.com) in order to complete the staff application.

If an employee was **previously** employed as a student employee, but **has been away from UCF for more than 1 semester (or greater than 120 days)**, the employee is considered a rehire, and rehire sign-in paperwork is required. Please consult the Rehiring an Employee checklist for required paperwork.

If an employee was **previously** employed as a student employee, but **has been away from UCF for over one (1) year**, the employee is considered a new hire, and all New Hire Sign-In paperwork is required. Please consult the New Employee Sign-In procedures for the appropriate OPS employee.

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.