



2024-2025 Processing Guidelines

2024-2025 Agreement Dates, Deadlines, and Paycheck Information

| 9-Month Faculty Term | Employment Agreement Dates | Recommended Submission Deadline: Background Check Required Foreign Influence: Level 1 Only | Recommended Submission Deadline: No Background Check | First Paycheck | # of Payments |
|------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------|----------------------|
| Summer A | 05/08/2024-06/21/2024 | 03/08/2024:04/08/2024 | 04/15/2024 | 05/17/2024 | 5 |
| Summer B | 06/21/2024-08/06/2024 | 04/22/2024: 05/31/2024 | 06/07/2024 | 07/12/2024 | 4 |
| Summer C | 05/08/2024-08/06/2024 | 03/08/2024:04/08/2024 | 04/15/2024 | 05/17/2024 | 8 |
| Fall | 08/08/2024-12/23/2024 | 06/10/2024: 07/05/2024 | 07/12/2024 | 08/23/2024 | 9.8 |
| Spring | 12/23/2024-05/07/2025 | 10/23/2024: 11/25/2024 | 12/02/2024 | 01/10/2025 | 9.8 |
| Academic Year | 08/08/2024-05/07/2025 | 06/10/2024 07/05/2024 | 07/12/2024 | 08/23/2024 | 19.5 |
| 12-Month Faculty Term | Employment Agreement Dates | Recommended Submission Deadline: Background Check Required Foreign Influence: Level 1 Only | Recommended Submission Deadline: No Background Check | First Paycheck | # of Payments |
| Annual | 08/08/2024-08/07/2025 | 06/10/2024: 07/05/2024 | 07/12/2024 | 08/23/2024 | 26.1 |
| Adjunct Faculty Term | Employment Agreement Dates | Recommended Submission Deadline: Background Check Required Foreign Influence: Level 1 Only | Recommended Submission Deadline: No Background Check | First Paycheck | # of Payments |
| Summer A | 05/13/2024-06/26/2024 | 03/13/2024: 04/15/2024 | 04/22/2024 | 05/31/2024 | 4 |
| Summer B | 06/24/2024-08/07/2024 | 04/24/2024: 05/31/2024 | 06/07/2024 | 07/12/2024 | 4 |
| Summer C&D | 05/13/2024-08/07/2024 (C) 05/13/2024-07/17/2024 (D) | 03/13/2024: 04/15/2024 | 04/22/2024 | 05/31/2024 | 7 5 |
| Fall | 08/19/2024-12/11/2024 | 06/19/2024: 07/12/2024 | 07/19/2024 | 09/06/2024 | 9 |
| Spring | 01/06/2025-05/02/2025 | 11/06/2024: 12/02/2024 | 12/09/2024 | 01/24/2025 | 9 |
| Academic | 08/19/2024-05/02/2025 | 06/19/2024: 07/12/2024 | 07/19/2024 | 09/06/2024 | 19 |
| Graduate Assistantship Term | Employment Agreement Dates | Recommended Submission Deadline: Background Check Required Foreign Influence: Level 1 Only | Recommended Submission Deadline: No Background Check | First Paycheck | # of Payments |
| Summer C | 05/13/2024-08/07/2024 | 03/13/2024: 04/15/2024 | 04/22/2024 | 05/31/2024 | 7 |
| Fall | 08/19/2024-12/11/2024 | 06/19/2024: 07/12/2024 | 07/19/2024 | 09/06/2024 | 9 |
| Spring | 01/06/2025-05/02/2025 | 11/06/2024: 12/02/2024 | 12/09/2024 | 01/24/2025 | 9 |
| Academic Year | 08/19/2024-05/02/2025 | 06/19/2024: 07/12/2024 | 07/19/2024 | 09/06/2024 | 19 |
| Annual | 08/15/2024-08/14/2025 | 06/15/2024:07/05/2024 | 07/12/2024 | 08/23/2024 | 27 |



Background Check Screenings

- All faculty, adjuncts, and individuals on a graduate assistantship must undergo a Level 1 Criminal Background Check.
- The Foreign Influence Law impacts those individuals conducting research or in research positions who meet the criteria under the law. For PhD students who meet the criteria under the Foreign Influence Law, the foreign influence background check screening will be done prior to admission for those admitted on or after July 1st, 2022. For all others, the foreign influence background check screening will be done once the Workday action is submitted to the Background check team. The foreign influence background check screening can take up to 60 days. For additional information, refer to the [Office of Research website](#).

Faculty: Academic Year

New Faculty

All new faculty must attend a Human Resources New Employee (Benefits and Payroll) Orientation session.

Enrollment procedures for those who wish to receive a September 1st, 2024, insurance effective date are discussed during the New Employee (Benefit and Payroll) Orientation.

Please note: Attendance of New Employee (Benefits and Payroll) Orientation does not guarantee benefit enrollment or that the faculty member will receive his or her first paycheck on August 23, 2024. Only employees who have received a signed employment agreement from Faculty Excellence can be added to the university's payroll and enroll in benefits.

The 2024 New Employee (Benefits and Payroll) Orientation Sessions are scheduled on Friday, August 9th, 16th, 23rd, 30th. HR Learning will notify hiring departments if additional sessions are added.

All new international faculty members **must schedule an appointment** with an Employment & Taxation Coordinator at UCF Global. Please refer to the UCF Global website at <http://global.ucf.edu/> for more information on employment guidelines and on applying for a Social Security Number. For questions, contact UCF Global at (407) 823-2337.

Returning Faculty-Academic Year

Faculty Members will receive a notification within Workday to electronically sign their Academic Year Agreement. Faculty Excellence will provide the data to the Workday Enterprise Support Team to systematically load the summer data into Workday.

Returning Faculty-Summer 2024

Faculty Members will receive a notification within Workday to electronically sign their Summer Agreement. Faculty Excellence will provide the data to the Workday Enterprise Support Team to systematically load the summer data into Workday within the period activity pay section.

It's highly recommended that the HRBC run the **UCF Roster with Costing Allocations for Period Activity Pay** report to verify that there are no changes needed to the information loaded to Workday.



Process changes to the summer appointment through the Manage Period Activity Pay Assignments within Workday.

The information on their primary record within the workday profile should not be changed.

Note that all 9-month faculty pay will cease at the end of the Spring 2024 semester (effective May 7, 2024). No action is required for current faculty members who will not teach in Summer Semester.

Graduate Assistantships

Academic Year 2024-2025

- To facilitate on-time payments, all graduate assistantship agreements/hiring actions must be created in the Graduate Financials System and submitted in Workday by the deadlines listed on the first page. The last day to submit financial support documentation for all continuing students or new domestic students is August 12. The last day to submit financial support documentation for new international students is August 17.
- All academic year agreements should be from August 19, 2024, to May 2, 2024 (academic year), or from August 15, 2024, to August 14, 2025 (annual).
- All agreements will specify either a .25 FTE (10 hours of service per week) appointment or a .50 FTE (20 hours of service per week) appointment. A .50 FTE appointment is considered the university standard graduate assistantship.
- All agreements will specify a stipend level that is commensurate with program stipend levels. Stipend levels must be at least \$10,000 for fall/spring agreements for master's students and \$12,000 for fall/spring agreement for doctoral students.

Summer 2024

- To facilitate on-time payments, period activity pay, hire with period activity pay, or job change with period activity pay should be submitted via Workday to the College of Graduate Studies before the deadlines listed on the first page. The last day to submit financial support documentation for all continuing students or new domestic students is May 2. The last day to submit financial support documentation for new international students is May 6.
- All agreements will specify either a .25 FTE (10 hours of service per week) appointment or a .50 FTE (20 hours of service per week) appointment. A .50 FTE appointment is considered the university standard graduate assistantship.
- All agreements will specify a stipend level that is commensurate with past stipend levels. Stipend levels must be at least \$3,750 for master's students and \$4,500 for doctoral students on .50 FTE summer agreements.

Important Agreement and Hiring Guidelines

- In no case should any graduate assistantship activity begin until the appropriate agreement is processed and signed.
- All assistantship agreements must be created in the Graduate Financials System managed by the College of Graduate Studies. Access to this system and training



requests should be sent to gradassistantship@ucf.edu or contact Jennifer Parham in the College of Graduate Studies.

- Graduate Teaching Associates require a Teaching Qualifications Form to be submitted with the agreement to the College of Graduate Studies, available on the Graduate Studies website.
- The agreement and period activity pay begin and end dates should always reflect the dates of the employee's actual work assignment. If the employee's actual working dates are different from the dates listed on the first page, the agreement and period activity pay must reflect the correct dates.
- Timely Workday actions should be submitted for changes prior to the end date of existing Graduate Assistant agreements. Failure to promptly update Period Activity Pay could result in an overpayment to the student and a recovery fee of 25% of the gross overpayment to the department.
- Once the HRBC has confirmed that the student will no longer work for UCF, an end job (termination action) needs to be submitted in Workday.
- All new international students **must schedule an appointment** with an Employment & Taxation Coordinator at UCF Global. Please refer to the UCF Global website at <http://global.ucf.edu/> for more information on employment guidelines and on applying for a Social Security Number. For questions, contact UCF Global at (407) 823-2337

Important Information Regarding Graduate Students

- A graduate assistantship agreement must also be submitted for employees with the job profiles of Graduate Assistant, Graduate Research Assistant/Associate, Graduate Teaching Grader, Graduate Teaching Assistant/Associate.
- Graduate students who are enrolled at least half-time, are scheduled to work less than 30 hours per week, and are employed in a graduate student job profile, may qualify for exemption from Social Security and Medicare (FICA) taxes during pay periods that overlap with the academic term and during breaks of less than five weeks. Breaks longer than five weeks where graduate students are employed but not enrolled will result in withholding FICA taxes.
- Graduate students who have assistantships are standardly limited to working a maximum of 20 hours per week (.50 FTE) during the fall and spring semesters, regardless of the number of departments in which they have assistantship support. Graduate students whose full-time equivalency (FTE) exceeds .50 must have an approved Supplemental Assignment Form from the College of Graduate Studies. A new form must be submitted and approved by the College of Graduate Studies for each new academic year. The form is available on the College of Graduate Studies website at <https://graduate.ucf.edu/graduate-guide/>. Please note that graduate students who are non-resident aliens on F-1 visas are **not** permitted to work more than 20 hours per week except during the summer and official school breaks.
- A Supplemental Assignment Form is not required for summer appointments.
- In the summer semester, F-1 students may work up to 40 hours per week (assuming the student is "in status" and has been asked by the employer to work the hours).
- Job profile graduate hourly is not a graduate assistantship and is not governed by graduate assistantship requirements. Graduate Hourly is an hourly appointment for



enrolled graduate students who are assigned non-graduate assistantship duties (a “job” rather than the professional development experience of research, teaching, or administration). A graduate student cannot be appointed as both graduate hourly and graduate assistantship simultaneously.

- For more clarification, please refer to the current Graduate Catalog and Graduate Guide, available on the College of Graduate Studies website at <https://graduate.ucf.edu/graduate-guide>.

ADJUNCT FACULTY

Adjunct Faculty Agreements

- All adjunct agreements will be generated within Workday.
- Adjunct Faculty will receive {9} paychecks for Fall or Spring semester.
- For adjunct faculty who will be teaching only, add the following- **“This is a 100% adjunct teaching position, you hereby acknowledge and agree that you will not participate in any research, whether funded or unfunded, as part of this position.**
- For Academic Year 2024-2025; The first check of the semester will be on {Friday, September 6, 2024} or {Friday, January 24, 2025}.
- For Summer 2024, the first check of the summer semester will be on {Friday, May 31, 2024} (A, C or D) or {Friday, July 12, 2024} (B).
- The agreement and period activity pay begin and end dates should always reflect the dates of the employee’s actual work assignment. If the employee’s actual working dates are different from the dates listed on the first page, the agreement and period activity pay must reflect the correct dates.
- You must also correct the “special condition” statement on the agreement to reflect the appropriate number of paychecks and the correct date the employee will receive their first paycheck.
- Once the HRBC has confirmed that the adjunct will no longer work for UCF in any capacity, an end job (termination action) needs to be submitted in Workday.
- All new international adjunct faculty members **must schedule an appointment** with an Employment & Taxation Coordinator at UCF Global. Please refer to the UCF Global website at <http://global.ucf.edu/> for more information on employment guidelines and on applying for a Social Security Number. If you have any questions, please contact UCF Global at (407) 823-2337