

A&P and Faculty

FACULTY ONLY: Submit the following paperwork to initiate the background check request to Talent@ucf.edu or fax to 407-823-1095 for new hires (or employees off of payroll for more than 1 year).

- [Faculty Applicant Affirmation Form](#)

The ePAF SHOULD NOT be submitted and the employee CANNOT begin working until the department has received the background check confirmation email from Talent Acquisition (Talent@ucf.edu).

The following Hire/Rehire Sign-In documents must be attached to the ePAF by the hiring department with the file name of HR_HIRE_Emplid_Name (Ex. HR_HIRE_1212121_Smith). Please refer to the [Payroll Calendar](#) for the ePAF/Sign-In Paperwork deadlines.

All international employees must meet with the Employment and Taxation Section at UCF Global to complete the sign-in paperwork (excluding the ePAF). International employees includes anybody who is NOT a U.S citizen, permanent resident, or naturalized citizen.

Documents Required	Hire ¹	Rehire ²	Attach to ePAF in file named HR_HIRE_Emplid_Name	Provide to Employee
ePAF	<input type="checkbox"/>	<input type="checkbox"/>		
Electronic I-9 Form	<input type="checkbox"/>	<input type="checkbox"/>		
Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Orientation Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Retirement Status Notification Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Background Check confirmation email (from Talent Acquisition – Talent@ucf.edu) (Faculty Only)	<input type="checkbox"/>		<input type="checkbox"/>	
3-in-1 Form	<input type="checkbox"/>		<input type="checkbox"/>	
Employee Acknowledgment Form	<input type="checkbox"/>		<input type="checkbox"/>	
Personal Data Sheet	<input type="checkbox"/>		<input type="checkbox"/>	
Informational Sheet, Direct Deposit and W-4	<input type="checkbox"/>			<input type="checkbox"/>
Health Insurance Marketplace Notice	<input type="checkbox"/>			<input type="checkbox"/>
Drug-Free Workplace Policy Statement	<input type="checkbox"/>			<input type="checkbox"/>

If applicable:

Employment of Relatives Form (Faculty-send to Faculty Excellence, A&P-send to HR. Form must be approved by HR/Faculty Excellence prior to hire date.	<input type="checkbox"/>	<input type="checkbox"/>	Submitted/Approved prior to hire date. Attach to ePAF once all signatures have been obtained.
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¹Hire-New hire to UCF or off of Payroll for more than a year. ²Rehire-Off of Payroll for more than 120 days (equivalent to 1 semester) but less than a year. If an employee is off of Payroll for less than 120 days, an ePAF and applicable agreement is only needed.