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***A&P and Faculty***

**IMPORTANT:** Effective April 2019, all A&P and Faculty hires will be processed through PageUp Talent Management System and employees will go through electronic onboarding.

- Log into PageUp and verify the “Before the First Day” Tasks have been completed for the employee and onboarding delegate.
- Submit the Hire ePAF and attach the applicable agreements (for faculty) and applicable approved Employment of Relatives Form to the ePAF.

The accurate and complete onboarding documents must be completed prior to the employee being placed on UCF Payroll. Please refer to the Payroll Calendar for the ePAF deadlines.

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