

International/Non-Resident Employees

IMPORTANT: Only use the following checklist if the individual was **NOT** processed through the **PageUp** system

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

*UCF Global must complete the I-9 form for all non-resident alien international employees. The effective first day of work is determined by the effective date that UCF Global lists on the employee’s I-9 form. Please verify that the effective hire date listed on the employee’s Hire ePAF and/or contract is NOT before the effective date listed on the I-9 form completed by UCF Global as the employee will not be permitted to start working prior to that effective date and will further delay the processing of the ePAF. *

NOTE
 Prior to submitting an ePAF or hiring an employee, submit the [Background Check Request Online Form](#) to initiate the background check request or **request a waiver if the employees doesn’t have a Social Security Number at time of hire.**

The accurate and complete sign-in documents are required prior to the employee being placed on UCF Payroll. Please refer to the Payroll Calendar for the ePAF deadlines.. The following Hire/Rehire Sign-In documents as specified must be attached to the ePAF by the hiring department with the file name of HR_HIRE_Emplid_Name (Ex. HR_HIRE_1212121_Smith.)

| 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"/> | | |
| Foreign National Immigration Status Data Form | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Immigration Documents | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Approved Hiring Freeze Exception Request Form (required for A&P, USPS, Faculty, OPS Non-Students not paid from C&G funds) | <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 approval or waiver email (from Talent Acquisition) | <input type="checkbox"/> | <input type="checkbox"/> * | <input type="checkbox"/> | |
| 3-in-1 Form | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Employee Acknowledgment | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Loyalty Oath-Rights to Inventions | <input type="checkbox"/> | | <input type="checkbox"/> | |

| | | | | |
|---|--------------------------|--------------------------|-------------------------------------|--------------------------|
| <u>Personal Data Sheet</u> | <input type="checkbox"/> | | <input type="checkbox"/> | |
| <u>Informational Sheet, Direct Deposit</u> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| <u>W-4</u> | <input type="checkbox"/> | | UCF Global will send directly to HR | |
| <u>Health Insurance Marketplace Notice</u> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| <u>403(b) Plan-Notice of Eligibility</u> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| <u>Drug-Free Workplace Policy Statement</u> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |

If applicable:

| Documents Required | Hire ¹ | Rehire ² | Attach to ePAF in file named HR_HIRE_Emplid_Name |
|--|--------------------------|--------------------------|---|
| <u>Adjunct Faculty Agreement</u> (Adjunct Employee) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Agreement (A&P, Faculty, Graduate Assistantship, or <u>Post-Docs</u>) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Brief Job Description (required only if hourly and paid from C&G accounts.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Employment of Relatives Form</u> (send to Faculty Excellence or HR based on employee type. 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. Approved form will be forwarded by Faculty Excellence when applicable |
| <u>Orientation Notice</u> (Line Employees and Post Docs) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>SSA-1945</u> (Adjunct, OPS Hourly Non-Students, Post-Docs) | <input type="checkbox"/> | | <input type="checkbox"/> |

*When applicable, refer to the Background Check Policy, <https://policies.ucf.edu/documents/3-011BackgroundChecks.pdf>

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.