

Line to OPS Non-Student

If an employee is **currently** employed in a line position, or **has been employed in a line position within the past semester (less than 120 days)**, and is now being hired into an OPS Non-Student job code, the following paperwork is required. OPS Hourly Non-Student employees are hired into USPS job codes, or job code OPSCG or OPSNON. **OPSCG** must be used for all hourly non-students paid from contract and grants. **OPSNON** is a generic non-student job code.

The following documents must be completed and attached to the ePAF by the deadlines notated on the [Payroll Calendar](#). The accurate and complete Sign-In Documents are required prior to the employee being placed on UCF Payroll.

All forms are located on the [Human Resources Website](#).

ePAF (the effective date must be on the first day of the pay period)	<input type="checkbox"/>
SSA-1945	<input type="checkbox"/>
Resignation Letter or Resignation Form (for Line Position)	<input type="checkbox"/>
Brief Job Description (required only if paid from C&G accounts)	<input type="checkbox"/>

If applicable:

Employment of Relatives Form (send to HR for OPS Hourly Non-Students, send to Faculty Excellence for Adjuncts. Form must be approved by HR/Faculty Excellence prior to hire date)	Submitted/Approved prior to hire date. Attach to ePAF once all signatures have been obtained.
Adjunct Faculty Agreement (for adjuncts only)	<input type="checkbox"/>

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.