



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 the following job codes, <https://hr.ucf.edu/files/OPS-Classifications-and-Job-Codes.pdf>

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.

| | |
|--|--------------------------|
| ePAF (the effective date must be on the first day of the pay period) | <input type="checkbox"/> |
| Approved Hiring Freeze Exception Request Form | <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.