

***Medical Residents***

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

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 deadlines.

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

**Background check is required for new hire or individuals off of Payroll for greater than 30 days.**

Documents Required	Hire <sup>1</sup>	Rehire <sup>2</sup>	Attach to ePAF in file named HR_HIRE_Emplid_Name	Provide to Employee
ePAF	<input type="checkbox"/>	<input type="checkbox"/>		
<a href="#">Electronic I-9 Form</a>	<input type="checkbox"/>	<input type="checkbox"/>		
<a href="#">Agreement</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Orientation Notice</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Retirement Status Notification Form</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Background Check approval/waiver email (from Talent Acquisition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">3-in-1 Form</a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">Employee Acknowledgment Form</a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">Loyalty Oath-Rights to Inventions</a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">SSA-1945 Form</a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">Personal Data Sheet</a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">Informational Sheet, Direct Deposit and W-4</a>	<input type="checkbox"/>			<input type="checkbox"/>
<a href="#">Health Insurance Marketplace Notice</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<a href="#">403(b) Plan-Notice of Eligibility</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<a href="#">Drug-Free Workplace Policy Statement</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

<sup>1</sup>Hire-New hire to UCF or off of Payroll for more than a year.<sup>2</sup> Rehire-Off of Payroll for more than 120 days (equivalent to 1 semester) but less than a year. If an employee has been off of Payroll for less than 120 days, an ePAF, applicable agreement, and background check is required.