

**Graduate Hourly Students (OPSGRD or OPSMED)**

The job code OPSGRD/OPSMED is **not** a graduate assistantship and is **not** governed by graduate assistantship requirements. OPSGRD/OPSMED is an hourly appointment for enrolled graduate students who are assigned to non-graduate assistantship duties. A graduate employee **cannot** be employed as both an OPSGRD/OPSMED and on a graduate assistantship (9181-9187).

**Submit the following to initiate the background check request for new hires (or employees off of payroll for more than 30 days.)**

- [Background Check Request Online Form](#)

**The ePAF SHOULD NOT be submitted and the employee CANNOT begin working until the department has received the background check approval/waiver email from Talent Acquisition.**

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 graduate student 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.**

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="#">Retirement Status Notification Form</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brief Job Description (required only if paid from C&G accounts.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Background Check approval/waiver email	<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="#">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"/>

**If applicable:**

<a href="#">Employment of Relatives Form</a> (Send to HR. Form must be approved by HR prior to hire date).	<input type="checkbox"/>	<input type="checkbox"/>	Attach to ePAF once all signatures have been obtained
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<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 only been off of Payroll for less than 120 days, an ePAF and background check is required.