

OPS Hourly Non-Students

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

OPS Hourly Non-Student employees are OPS employees who are not in a degree seeking program at UCF. OPS Hourly Non-Student available job codes are located at, <https://hr.ucf.edu/files/OPS-Classifications-and-Job-Codes.pdf>

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 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 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"/>		
Approved Hiring Freeze Exception Request Form (not required for C&G funded positions)	<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/waiver email	<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"/>	
3-in-1 Form	<input type="checkbox"/>		<input type="checkbox"/>	
Employee Acknowledgment Form	<input type="checkbox"/>		<input type="checkbox"/>	
Loyalty Oath-Rights to Inventions	<input type="checkbox"/>		<input type="checkbox"/>	
SSA-1945 Form	<input type="checkbox"/>		<input type="checkbox"/>	
Personal Data Sheet	<input type="checkbox"/>		<input type="checkbox"/>	
Informational Sheet, Direct Deposit and W-4	<input type="checkbox"/>			<input type="checkbox"/>
Health Insurance Marketplace Notice	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
403(b) Plan-Notice of Eligibility	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Drug-Free Workplace Policy Statement	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

If applicable:

Employment of Relatives Form (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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¹Hire-New hire to UCF or off of Payroll for more than a year. ² Rehire-Off of Payroll for more than 120 days (equivalent to 1 semester) but less than a year.