



OPS to Line

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

If an employee is currently employed as an OPS employee or has been employed as an OPS employee within the past semester, and is now being hired into a line position, the following paperwork is required. The following OPS to Line Sign-In Documents must be completed and 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.

Table with 3 columns: Documents Required, OPS to Line, Attach to ePAF in file named HR_HIRE_Emplid_Name. Rows include ePAF, Agreement (A&P, Faculty, or Post-Docs), Approved Hiring Freeze Exception Request Form, 3-in-1 Form, Employee Acknowledgment Form, Loyalty Oath-Rights To Inventions, Orientation Notice, Retirement Status Notification Form, Copy of Background Check approval/waiver email, SSA-1945, Health Insurance Marketplace Notice, 403(b) Plan-Notice of Eligibility, and Drug-Free Workplace Policy Statement.

If applicable:

Table with 3 columns: Documents Required, OPS to Line, Attach to ePAF in file named HR_HIRE_Emplid_Name. Rows include Employment of Relatives Form and USPS Time-Limited Appointment Memo.