

Post Doctoral Scholars

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

Post Doctoral Scholars are considered line employees who are eligible for some benefits. In addition to HR Sign-In procedures, please note the separate [Post-Doctoral Hiring Package Checklist](#) and [Post-Doctoral Hiring Guide](#), procedures for hiring Post-Docs.

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 UCF Global to complete the sign-in paperwork (excluding the ePAF).

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

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"/>		
Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Orientation Notice	<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 (from Talent Acquisition)	<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 Faculty Excellence. Form must be approved by Faculty Excellence prior to hire date.)	<input type="checkbox"/>	<input type="checkbox"/>	Submitted/Approved prior to hire date. Approved form will be forwarded by Faculty Excellence.
---	--------------------------	--------------------------	--

¹ Hire-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. If an employee has been off of Payroll for less than 120 days, an ePAF and applicable agreement is only needed.