

Post Doctoral Scholars

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](#), which explains the procedures for hiring Post-Docs.

Submit the following paperwork to initiate the background check request to Talent@ucf.edu or fax to 407-823-1095 for new hires (or employees off of payroll for more than 1 year).

- [Faculty Applicant Affirmation Form](#)

The ePAF SHOULD NOT be submitted and the employee CANNOT begin working until the department has received the background check confirmation email from Talent Acquisition (Talent@ucf.edu).

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/Sign-In Paperwork deadlines. **All international employees must meet with UCF Global to complete the sign-in paperwork (excluding the ePAF).**

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 confirmation email (from Talent Acquisition – Talent@ucf.edu)	<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"/>	
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"/>
Drug-Free Workplace Policy Statement	<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.
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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.