



### Rehiring an Employee

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

Submit the following to initiate the background check request for non-faculty rehires.

- [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.**

If an employee has been off of Payroll for more than 1 semester (or greater than 120 days) but less than one year, the following rehire sign-in paperwork is required. If an employee has been off of Payroll for a year or more, new hire sign-in paperwork is required.

The accurate and complete sign-in documents are required prior to the employee being placed on UCF Payroll. Please refer to the Payroll Calendar for the ePAF deadlines. The following Rehire 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.)

**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	Rehire	Attach to ePAF with file named HR_HIRE_Emplid_Name
ePAF	<input type="checkbox"/>	
<a href="#">Electronic I-9 Form</a>	<input type="checkbox"/>	
<a href="#">Retirement Status Notification Form</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Approved Hiring Freeze Exception Request Form</a> (required for USPS, A&P, Faculty, OPS Non-Student if not paid from C&G funds)	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Health Insurance Marketplace Notice</a>	<input type="checkbox"/>	Document is given to employee and not sent to HR
<a href="#">403(b) Plan-Notice of Eligibility</a>	<input type="checkbox"/>	Document is given to employee and not sent to HR
<a href="#">Drug-Free Workplace Policy Statement</a>	<input type="checkbox"/>	Document is given to employee and not sent to HR

If applicable:

Agreement (A&P, Faculty, Post-Doc, Adjuncts, Graduate Assistantship)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Background Check approval/waiver email (from Talent Acquisition-- for non-faculty appointments who have been off of payroll for more than 30 days).	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Employment of Relatives Form</a> (send to HR or Faculty Excellence based on employee type. Form <b>must be approved</b> by HR/Faculty Excellence <b>prior</b> to hire date.)	<input type="checkbox"/>	Submitted/Approved prior to hire date. Attach to ePAF once all signatures have been obtained.
<a href="#">Orientation Notice</a> (A&P, Faculty, Post-Docs, USPS)	<input type="checkbox"/>	<input type="checkbox"/>