



Rehiring an Employee

If an employee has been off of Payroll for less than 120 days, an ePAF and applicable agreement is only needed. If an employee has been off of Payroll for a year or more, new hire sign-in paperwork is required.

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.

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/Sign-In Paperwork 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 includes anybody who is NOT a U.S citizen, permanent resident, or naturalized citizen.

All forms are located on the [Human Resources](#) or [Provost Website](#).

Documents Required	Rehire	Attach to ePAF with file named HR_HIRE_Emplid_Name
ePAF	<input type="checkbox"/>	
Electronic I-9 Form	<input type="checkbox"/>	
Retirement Status Notification Form	<input type="checkbox"/>	<input type="checkbox"/>

If applicable:

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