

***Student to Non-Student***

Employees who are not in an UCF degree seeking program must be placed in a non-student job code at the beginning of the next applicable pay period.

**Submit the following to initiate the background check request for existing student employees changing to an OPS Non-Student or Adjunct classification who do not have a current background check on file.**

- [Background Check Request Online Form](#)

The following documents must be attached to the ePAF by the deadlines notated on the Payroll Calendar. The accurate and complete sign-in documents are required prior to processing the ePAF.

|  |                          |
|--|--------------------------|
| ePAF (effective date-first day of the pay period)  | <input type="checkbox"/> |
| <a href="#"><u>Agreement</u></a> (Adjuncts only)   | <input type="checkbox"/> |
| <a href="#"><u>Approved Hiring Freeze Exception Request Form</u></a> (not required if paid from C&G funds) | <input type="checkbox"/> |
| <a href="#"><u>SSA-1945</u></a>  | <input type="checkbox"/> |
| Copy of Background Check approval email (from Talent Acquisition)*   | <input type="checkbox"/> |
| Brief Job Description ( <b>required only if hourly and paid from C&amp;G accounts.</b> )                   | <input type="checkbox"/> |

*If applicable:*

|   |                          |
|---|--------------------------|
| <a href="#"><u>Employment of Relatives Form</u></a> (Adjuncts-send to Faculty Excellence; OPS Hourly Non-Students-send to HR. Form <b>must be approved</b> by Faculty Excellence/HR <b>prior</b> to hire date.) | <input type="checkbox"/> |
|---|--------------------------|

\*Background check must be completed within 30 days of change of status. Failure to comply will result in the employee being removed from payroll.