

***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 paperwork to initiate the background check request to [Talent@ucf.edu](mailto:Talent@ucf.edu) or fax to 407-823-1095 for existing student employees changing to an OPS Non-Student or Adjunct job code.**

- [Faculty Applicant Affirmation Form](#) (Adjuncts)
- [Affirmation Form](#) (OPS Non-Students)

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.

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

ePAF (effective date-first day of the pay period)	<input type="checkbox"/>
<a href="#">Agreement</a> (Adjuncts only)	<input type="checkbox"/>
<a href="#">SSA-1945</a>	<input type="checkbox"/>
Copy of Background Check confirmation email (from Talent Acquisition-Talent@ucf.edu)*	<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="#">Employment of Relatives Form</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"/>
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\*Background check must be completed within 30 days of change of status. Failure to comply will result in the employee being removed from payroll.