

USPS

USPS (University Support Personnel System) employees are in a line position.

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 Hire/Rehire Sign-In documents must be completed (*after the approved for hire email is received from Talent@ucf.edu*) 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.

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"/>		
Orientation Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Retirement Status Notification Form	<input type="checkbox"/>	<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"/>	
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 HR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
USPS Time-Limited Appointment Memo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

¹Hire-New hire to UCF or off of Payroll for more than a year.²Rehire-Off of Payroll for more than 120 days (equivalent to 1 semester) but less than a year. If an employee is off of Payroll for less than 120 days, an ePAF and applicable agreement is only needed.