

### *International Employees*

**IMPORTANT:** Only use the following checklist if the hire/rehire was **NOT** processed through the **PageUp** system

All international employees must meet with the Employment and Taxation Section at UCF Global to complete the hiring paperwork (excluding the ePAF form). International employees include anybody who is **NOT** a U.S. citizen, permanent resident, or naturalized citizen.

\*UCF Global must complete the I-9 form for all non-resident alien international employees. The effective first day of work is determined by the effective date that UCF Global lists on the employee’s I-9 form. Please verify that the effective hire date listed on the employee’s Hire ePAF and/or contract is NOT before the effective date listed on the I-9 form completed by UCF Global as the employee will not be permitted to start working prior to that effective date and will further delay the processing of the ePAF. \*

**NOTE**

Prior to submitting an ePAF or hiring an employee, submit the [Background Check Request Online Form](#) to initiate the background check request or **request a waiver if the employees doesn’t have a Social Security Number at time of hire.**

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 Hire/Rehire Sign-In documents as specified must be attached to the ePAF by the hiring department with the file name of HR\_HIRE\_Emplid\_Name (Ex. HR\_HIRE\_1212121\_Smith.)

Documents Required	Hire <sup>1</sup>	Rehire <sup>2</sup>	Attach to ePAF in file named HR_HIRE_Emplid_Name	Provide to Employee
ePAF	<input type="checkbox"/>	<input type="checkbox"/>		
<a href="#">Electronic I-9 Form</a>	<input type="checkbox"/>	<input type="checkbox"/>		
<a href="#">Retirement Status Notification Form</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Background Check approval or waiver email (from Talent Acquisition)	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	
<a href="#">3-in-1 Form</a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">Employee Acknowledgment</a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">Loyalty Oath-Rights to Inventions</a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">Personal Data Sheet</a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">Informational Sheet, Direct Deposit</a>	<input type="checkbox"/>			<input type="checkbox"/>
<a href="#">W-4</a>	<input type="checkbox"/>		UCF Global will send directly to HR	
<a href="#">Health Insurance Marketplace Notice</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

<a href="#">403(b) Plan-Notice of Eligibility</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<a href="#">Drug-Free Workplace Policy Statement</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

*If applicable:*

Documents Required	Hire <sup>1</sup>	Rehire <sup>2</sup>	Attach to ePAF in file named HR_HIRE_Emplid_Name
<a href="#">Adjunct Faculty Agreement</a> (Adjunct Employee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agreement (A&P, Faculty, Graduate Assistantship, or <a href="#">Post-Docs</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brief Job Description (required only if hourly and paid from C&G accounts.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Employment of Relatives Form</a> (send to Faculty Excellence or HR based on employee type. Form <b>must be approved</b> by HR/Faculty Excellence <b>prior to hire date</b> )	<input type="checkbox"/>	<input type="checkbox"/>	Submitted/Approved prior to hire date. Attach to ePAF once all signatures have been obtained. Approved form will be forwarded by Faculty Excellence when applicable
<a href="#">Orientation Notice</a> (Line Employees and Post Docs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">SSA-1945</a> (Adjunct, OPS Hourly Non-Students, Post-Docs)	<input type="checkbox"/>		<input type="checkbox"/>

\*When applicable, refer to the Background Check Policy, <https://policies.ucf.edu/documents/3-011BackgroundChecks.pdf>

<sup>1</sup>Hire-New hire to UCF or off of Payroll for more than a year.

<sup>2</sup>Rehire-Off of Payroll for more than 120 days (equivalent to 1 semester) but less than a year.