



***Line to OPS Non-Student***

If an employee is **currently** employed in a line position, or **has been employed in a line position within the past semester (less than 120 days)**, and is now being hired into an OPS Non-Student job code, the following paperwork is required. OPS Hourly Non-Student employees are hired into the following job codes, <https://hr.ucf.edu/files/OPS-Classifications-and-Job-Codes.pdf>

The following documents must be completed and attached to the ePAF by the deadlines notated on the [Payroll Calendar](#). The accurate and complete Sign-In Documents are required prior to the employee being placed on UCF Payroll.

ePAF (the effective date must be on the first day of the pay period)	<input type="checkbox"/>
<a href="#">SSA-1945</a>	<input type="checkbox"/>
Resignation Letter or <a href="#">Resignation Form</a> (for Line Position)	<input type="checkbox"/>
Brief Job Description (required only if paid from C&G accounts)	<input type="checkbox"/>

*If applicable:*

<a href="#">Employment of Relatives Form</a> ( send to HR for OPS Hourly Non-Students, send to Faculty Excellence for Adjuncts. Form <b>must be approved</b> by HR/Faculty Excellence <b>prior</b> to hire date)	Submitted/Approved prior to hire date. Attach to ePAF once all signatures have been obtained.
<a href="#">Adjunct Faculty Agreement</a> (for adjuncts only)	<input type="checkbox"/>

It is the department’s responsibility to check the status of ePAFs and Sign-In Paperwork to ensure that all paperwork is received and approved in a timely manner.