

Graduate Hourly Students (OPSGRD or OPSMED)

The job code OPSGRD/OPSMED is **not** a graduate assistantship and is **not** governed by graduate assistantship requirements. OPSGRD/OPSMED is an hourly appointment for enrolled graduate students who are assigned to non-graduate assistantship duties. A graduate employee **cannot** be employed as both an OPSGRD/OPSMED and on a graduate assistantship (9181-9187).

Submit the following to initiate the background check request for new hires (or employees off of payroll for more than 30 days.)

- [Background Check Request Online Form](#)

The ePAF SHOULD NOT be submitted and the employee CANNOT begin working until the department has received the background check approval/waiver email from Talent Acquisition.

The following Hire/Rehire Sign-In documents must be attached to the ePAF by the hiring department with the file name of HR_HIRE_Emplid_Name (Ex. HR_HIRE_1212121_Smith). Please refer to the Payroll Calendar for the ePAF deadlines.

All international graduate student employees must meet with the Employment and Taxation Section at UCF Global to complete the sign-in paperwork (excluding the ePAF). International employees include 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"/>		
Retirement Status Notification Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Background Check approval/waiver email	<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"/>	
Loyalty Oath-Rights to Inventions	<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"/>		<input type="checkbox"/>
403(b) Plan-Notice of Eligibility	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Drug-Free Workplace Policy Statement	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

If applicable:

Employment of Relatives Form (Send to HR. Form must be approved by HR prior to hire date).	<input type="checkbox"/>	<input type="checkbox"/>	Attach to ePAF once all signatures have been obtained
--	--------------------------	--------------------------	--

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