



OPS to Line

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

If an employee is **currently** employed as an OPS employee or **has been employed as an OPS employee within the past semester**, and is now being hired into a line position, the following paperwork is required. The following OPS to Line Sign-In Documents must be completed and 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.

Documents Required	OPS to Line	Attach to ePAF in file named HR_HIRE_Emplid_Name
ePAF	<input type="checkbox"/>	
Agreement (Faculty or Post-Docs)	<input type="checkbox"/>	<input type="checkbox"/>
Academic Unit / Non-Academic Unit Hiring Review Request Form (required for A&P, USPS, and Faculty positions paid from non-C&G funds)	<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"/>
Orientation Notice	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Status Notification Form	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Background Check approval/waiver email (from Talent Acquisition) (Faculty and Post-Docs Only)	<input type="checkbox"/>	<input type="checkbox"/>
SSA-1945 (Post-Docs Only)	<input type="checkbox"/>	<input type="checkbox"/>
Health Insurance Marketplace Notice	<input type="checkbox"/>	Document is given to employee and not sent to HR
403(b) Plan-Notice of Eligibility	<input type="checkbox"/>	Document is given to employee and not sent to HR
Drug-Free Workplace Policy Statement	<input type="checkbox"/>	Document is given to employee and not sent to HR

If applicable:

Employment of Relatives Form (Post-Docs and Faculty -send to Faculty Excellence: A&P&USPS- send to HR. Form must be approved by HR/Faculty Excellence prior to hire date.)	<input type="checkbox"/>	Submitted/Approved prior to hire date. Attach to ePAF once all signatures have been obtained.
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