

Student to Non-Student

Employees who are not in an UCF degree seeking program must be placed in a non-student job code at the beginning of the next applicable pay period.

Submit the following to initiate the background check request for existing student employees changing to an OPS Non-Student or Adjunct classification who do not have a current background check on file.

- [Background Check Request Online Form](#)

The following documents must be attached to the ePAF by the deadlines notated on the Payroll Calendar. The accurate and complete sign-in documents are required prior to processing the ePAF.

ePAF (effective date-first day of the pay period)	<input type="checkbox"/>
Agreement (Adjuncts only)	<input type="checkbox"/>
SSA-1945	<input type="checkbox"/>
Copy of Background Check approval email (from Talent Acquisition)*	<input type="checkbox"/>

If applicable:

Employment of Relatives Form (Adjuncts-send to Faculty Excellence; OPS Hourly Non-Students-send to HR. Form must be approved by Faculty Excellence/HR prior to hire date.)	<input type="checkbox"/>
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*Background check must be completed within 30 days of change of status. Failure to comply will result in the employee being removed from payroll.