

### ***Undergraduate Students (OPSSTU)***

Undergraduate students who are hired as OPS students must be in an active undergraduate degree program at UCF. Departments will use the job code of OPSSTU. It is the department’s responsibility to verify student enrollment, as well as employment by other departments. The students may be rehired as OPS Hourly Non-Student employees after graduation.

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 must be attached to the ePAF by the hiring department with the file name of HR\_HIRE\_Emplid\_Name (Ex. HR\_HIRE\_1212121\_Smith).

**All international undergraduate 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.**

<b>Documents Required</b>	<b>Hire<sup>1</sup></b>	<b>Rehire<sup>2</sup></b>	<b>Attach to ePAF in file named HR_HIRE_Emplid_Name</b>	<b>Provide to employee</b>
ePAF	<input type="checkbox"/>	<input type="checkbox"/>		
<a href="#"><u>Electronic I-9 Form</u></a>	<input type="checkbox"/>	<input type="checkbox"/>		
<a href="#"><u>Retirement Status Notification Form</u></a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#"><u>3-in-1 Form</u></a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#"><u>Employee Acknowledgment Form</u></a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#"><u>Loyalty Oath-Rights to Inventions</u></a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#"><u>Personal Data Sheet</u></a>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#"><u>Informational Sheet, Direct Deposit and W-4</u></a>	<input type="checkbox"/>			<input type="checkbox"/>
<a href="#"><u>Health Insurance Marketplace Notice</u></a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<a href="#"><u>403(b) Plan-Notice of Eligibility</u></a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<a href="#"><u>Drug-Free Workplace Policy Statement</u></a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

***If applicable:***

<a href="#"><u>Employment of Relatives Form</u></a> (Send to HR. Form <b>must be approved</b> by HR <b>prior</b> to hire date).	<input type="checkbox"/>	<input type="checkbox"/>	<b>Attach to ePAF once all signatures have been obtained</b>
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<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. If an employee has only been off of Payroll for less than 120 days, an ePAF is only needed.