Hiring Documents Checklist

IMPORTANT: Only use the following checklist if the individual was **NOT** processed through the **PageUp** system. For A&P, Faculty and USPS hires, the onboarding tasks will be in the PageUp system and are not listed below.

Review the attachment guidelines for attaching the Hire/Rehire Sign-In Paperwork to the ePAF. Refer to the Payroll Guidelines and Payroll Calendar for the ePAF deadlines.

All international 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.

Submit the Background Check Request Online form when a background check is required. Background Check Approval/Waiver Email from Talent Acquisition must be received prior to submitting the ePAF/Sign-In Paperwork.

Hiring Documents Checklist by Employee Type	Post-Docs	Medical Residents	OPS to Line	OPS Adjuncts	OPS Graduate Assistantships	OPS Hourly (non-student)	Ugrad Hourly (OPSSTU)	Grad Hourly (OPSGRD/OPSMED)	Rehire	Student to Non-Student/Adjunct
ePAF	□	□	□	□	□	□	□	□	□	□
Approved Hiring Freeze Exception Request Form (not required for C&G funded positions)			□*	□		□	□	□	□*	□
3-in-1 Form	□	□	□	□	□	□	□	□		
Agreement	□	□	□*	□	□				□*	□*
Copy of Background Check Approval/Waiver Email	□	□	□*	□	□	□		□	□*	□*
Electronic I-9 Form	□	□		□	□	□	□	□	□	
Employee Acknowledgment	□	□	□	□	□	□	□	□		
Loyalty Oath-Rights to Inventions	□	□	□	□	□	□	□	□		
Orientation Notice	□	□	□						□*	
Personal Data Sheet	□	□		□	□	□	□	□		
Retirement Status Notification Form	□	□	□	□	□	□	□	□	□	
SSA-1945	□	□	□*	□		□				□
Informational Sheet, Direct Deposit and W-4 (provide to employee)	□	□		□	□	□	□	□		
Health Insurance Marketplace Notice (provide to employee)	□	□	□	□	□	□	□	□	□	
403(b) Plan-Notice of Eligibility (provide to employee)	□	□	□	□	□	□	□	□	□	
Drug-Free Workplace Policy Statement (provide to employee)	□	□	□	□	□	□	□	□	□	

If applicable:

	Post-Docs	Medical Residents	OPS to Line	OPS Adjuncts	OPS Graduate Assistantships	OPS Hourly (non-student)	Ugrad Hourly (OPSSTU)	Grad Hourly (OPSGRD/OPSMED)	Rehire	Student to Non-Student/Adjunct
Employment of Relatives Form	□		□	□	□	□	□	□	□	□

* *if applicable*