



## GENERAL HIRING INFORMATION

All OPS employees (non-student hourly, undergraduate, graduate hourly) hires must be conducted in accordance with UCF Human Resources [OPS Procedures](#).

The CCIE guidelines will assist in streamlining the hire and sign-in process. The hiring unit is responsible for completing **ALL** payroll/records sign-in documents and submitting the ePAF for OPS employees. The ePAF may be recycled if **ALL** documents are not included, need correction, or the attachments are not labeled correctly. See the [ePAF Attachment Guidelines](#) for more information.

OPS employees may be eligible for benefits once the hours per week total 30 or more. This includes hours worked in other units at UCF. See [OPS Healthcare Reference Guide](#) for more information.

**Background Check** – beginning March 18, 2019, UCF implemented a formal [Background Check Policy 3-011](#). A selected candidate may **not** begin their employment with UCF without successful completion of the required background check and clearance from Human Resources. Allow five to seven business days for processing.

Supervisors and hiring managers must be aware of the newly implemented [Youth Protection Program Policy](#). If hiring someone who will be engaged in activities that involve minors, a Level 2 background check may be needed. The Florida State Level 2 background checks must be received in HR no later than 30 days before the start date of the program. [Human Resources Background Check Information](#).

International employees are individuals who are not a U.S. citizen, permanent resident, or naturalized citizen. International employees are **NOT** allowed to work prior to UCF Global verification that the new employee sign-in process is complete. Contact UCF Global (407) 823-2337 or reference the [New Non-Resident Alien \(NRA\) Employment](#) information.

**NOTE: candidate cannot start work before hire has been approved and processed in HR Payroll, which includes a cleared background check. A new hire or return hire that has been off payroll for one year or more must have a background check.**

## SIGN-IN AND PROCESSING

To comply with the Records Retention Schedule, all documents must be maintained by the hiring unit for three (3) years after termination.

**OPS Hourly Non-Student** – employees who are not in a degree seeking program at UCF

- The [OPS Hourly Non Students Checklist](#) may be used if the individual was **NOT** processed through the UCF's Talent Management System - PageUp. Use the following if hired through PageUp <https://hr.ucf.edu/files/Submit-Hire-ePAF-PageUp.pdf>
- The hire ePAF must include a [job code](#) that aligns with the job functions of the position
- UCF HR recommends hiring OPS non-student employees on the first day of the pay period

**OPS Undergraduate Students (OPSSTU)** – employees who are active students in a UCF undergraduate degree program

- The [Undergraduate Students employee sign-in paperwork](#) is used for this type of hire
- A background check is not required unless appropriate due to the nature of the position. [See Youth Project Program Policy.](#)

**Graduate Hourly Students (OPSGRD or OPSMED)** – employees who are active students in a UCF graduate degree program, but are **not** on a graduate assistantship

- OPSMED classification used when the employee is an hourly appointment for enrolled graduate students who are assigned to non-graduate assistantship duties.
- A graduate employee cannot be employed as OPSGRD/OPSMED and on a graduate assistantship (9181-9187).

## TERMINATION

To comply with UCF HR termination procedures, hiring units are responsible for submitting a timely termination via a Change Employment Status ePAF to remove inactive employees from the payroll. See [Termination Checklist](#).

The termination effective date is one day after the last day the employee physically worked.

Documentation must be attached to the ePAF when the resignation (RES) is chosen as the termination reason.

The employee may complete the [UCF Resignation Form](#) or submit a resignation letter or notification.

UCF requires completion of the [Employee Exit Checklist](#) for ALL employees leaving the university. The Hiring Manager must complete the checklist and include with the personnel files.