

## UNIVERSITY OF CENTRAL FLORIDA

## **CAH Research Office Payroll Hire Request Form**

Employee Name:	P	ID/empl:				
Email address:	P	hone #: _				
Is employee currently working If yes, where and what are the		No		_		
Has employee worked at UC If no, when did employee las	months?	Yes	No			
Is the employee eligible to w	ork in the United St	ates?	Yes	No		
Does the hire have any relat *If yes, the Employment of F approved by Faculty Excelle	Relatives Form needs		-	•	Yes	No
Grant PI:	Projec	t# or Name:				
Type of Employment:						
GRA/GTA Contract		Hourly no	n-studer	nt		
Hourly graduate student Other						
Hourly undergraduat	e student					
Start Date: End	d Date:	Hours per v	veek:	Pay Rate	e:	_
Employees should not begin	n working until the [	Dean's Offic	e has con	npleted sign-ii	n.	
Graduate students are not allowed to work over 20 hours without prior approval from the						
College of Graduate Studies.						
*Please note: A background check is required for Grad employees and Hourly non-students						
(if not done already). Depend		ackground cl	neck may	need to be com	pleted	
for an undergraduate stude						
*Student new hire paperwork needed (also needed if off payroll for 4 months**):						
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Copy of Background (	• • • • •		applicable	)**		
Employment of Relatives Form (If applicable)						
Electonic I-9 Form**	++					
Retirement Status No						
Brief Job Description (required only if paid from C&G accounts from the PI)**						
3-in-1 Form (Can be notarized at sign-in.)						
Employee Acknowledgment Form						
SSA-1945 Form (non-student hires only )						
Personal Data Sheet						

Hire-New hire to UCF or off Payroll for a year or more. Rehire-Off payroll for more than 120 days (equivalent to 1 semester) but less than a year. OPSGRD/OPS Hourly Non-Student off payroll for more than 30 days requires another background check.

\*Forms available online at: https://hr.ucf.edu/forms-documents/

Revised: 01/08/20