OPS Undergraduate Workstudy Rehire
(under 1 semester)

STUDENT NAME ______________________
DEPARTMENT _______________________

*Polaris print out of Award (Student provides)
*Class Schedule (Student provides)

(Over 1 semester but under 1 year)

Rehire package:
†Employee fills out electronic I-9
‡Department reviews I-9
3-i1 Form
Employee Acknowledgement
Retirement Notification Form
*Polaris print out of Award (Student provides)
*Class Schedule (Student provides)

CAH Departments keep for auditing purposes

Employees have the option of updating their personal information, direct deposit, or tax information via www.my.ucf.edu or via the Personal Data Sheet, W-4 or Direct Deposit form.

† at www.newi9.com (see instructions on CAH website)
‡ at www.i9express.com (see instructions on CAH website)

Provide credit hours enrolled and position title for student in comment section of the ePAF.

Note: Check the student's eligibility on the Student Eligibility Search located in your Employer Login on the SFA website. Please make sure the student's work schedule doesn't conflict with the student's class schedule.