

A. FAQ Themes

FAQ	Answer	Supervisor Action	Why?
Can a student hold multiple job types simultaneously, such as OPS + FWS + GTA?	Sometimes. HRBC review is required before combining appointments. FWS students may hold only one FWS job and must disclose any OPS employment. Graduate assistants generally cannot hold additional UCF appointments unless an approved exception exists.	Do not approve or schedule additional work. Gather all active UCF appointments and weekly hours, then submit the information to HRBC for review before work begins.	Different student employment programs have overlapping restrictions that must all be met.
What is the true weekly hour cap across combined roles?	Apply the most restrictive limit. Student employment is generally capped at 20 hrs/week during fall/spring, with higher limits possible during breaks. Graduate assistantships are typically 10 hrs (.25 FTE) or 20 hrs (.50 FTE) . International students are generally limited to 20 hrs/week while classes are in session.	Ask the student to disclose all UCF appointments, total the scheduled hours across them, and do not approve a schedule that may exceed the applicable limit. Send uncertain cases to HRBC before scheduling.	Multiple policies may apply depending on appointment type and student status.
When does a role become misclassified, such as OPS vs Staff vs Assistantship?	A role is at risk of misclassification when its duties, duration, funding, or purpose no longer align with the assigned employment type. OPS is temporary, assistantships must support graduate education, and ongoing operational work may warrant a Staff classification.	Document the duties, expected duration, funding, supervision, and business need. Submit the role to HRBC before posting, extending, or changing the appointment if the classification is unclear.	Misclassification can create compliance, pay, benefits, equity, and audit issues.
What happens when funding runs out mid-appointment?	Employees cannot continue working without funding. Identify alternate funding, reduce hours, end the appointment, or transition to an eligible employment type. FWS employees may move to department-funded OPS if eligible.	Monitor the funding balance and stop scheduling work before funds are exhausted. Contact HRBC to reduce hours, end the appointment, or request an approved transition.	Funding must match the appointment and payroll records.

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How do we handle mid-semester eligibility changes such as enrollment, GPA, SAP, or FAFSA?	Pause work and reverify eligibility. Continued employment depends on the requirements of the student's employment category.	Stop scheduling work, confirm the eligibility change, and notify HRBC immediately. Do not allow work to resume until eligibility is reverified.	Eligibility changes may require ending or modifying employment.
When should a position be paid hourly vs stipend vs academic credit?	Hourly pay applies to OPS/FWS roles, stipends to eligible assistantships, and academic credit only when tied to an approved academic requirement, not as a substitute for paid work.	Describe the duties and purpose of the arrangement, identify the proposed payment method, and submit the information to HRBC before promising hourly pay, a stipend, or academic credit.	Prevents unpaid work that should be compensated.
What documentation is required before work begins?	All required hiring, onboarding, funding approvals, and category-specific documentation must be completed before work starts.	Receive confirmation of the authorized start date from HRBC and completion of all required hiring steps. Do not permit work, training, or shadowing before clearance.	Prevents payroll, I-9, background check, and audit issues.
What triggers termination vs transition, such as FWS to OPS or OPS to Staff?	End employment when eligibility, funding, or business need ends. Transition only when the employee qualifies for another employment type and all HR processes are completed.	Track eligibility, funding, and appointment end dates. Notify HRBC as soon as a change is known, and do not allow work to continue beyond the current appointment unless a transition is approved.	If the HRBC is not properly notified, employees remain active in workday.
How do FLSA/FICA rules differ for students vs non-students?	FICA treatment depends on employment type, enrollment, and scheduled hours. Student exemptions apply only when eligibility requirements are met.	Confirm the employee's job type, enrollment status, and total scheduled hours. Send tax or FICA questions to HRBC or Payroll before changing the schedule or appointment.	Incorrect setup can affect taxes and employer costs.
Can an international student work unpaid or volunteer?	Not without review. Unpaid work may still be considered employment under immigration rules.	Do not allow the activity to begin. Provide the activity details to UCF Global and HRBC and wait for clearance.	Immigration rules apply even when no wages are paid.

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Can a student continue working after graduation?	Student employment should be reviewed immediately after graduation. If appropriate, transition to OPS Non-Student, Staff or Postdoctoral.	Track expected graduation dates and notify HRBC before the student's final term ends. Stop student employment at the approved end date unless a new appointment is completed.	Graduation can change eligibility, taxes, and job classification.
When does an OPS Non-Student role need to become Staff?	Review for Staff when work becomes ongoing, recurring, or exceeds temporary OPS limits.	Review the duties and expected duration at hire and before each extension. Notify HRBC when the work becomes recurring, ongoing, or part of normal operations.	Prevents employee misclassification.
What if the position is grant-funded?	Grant funding alone does not determine the employment category. Duties, eligibility, and funding requirements still apply.	Confirm the funding period and sponsor restrictions with the grant administrator, then send the role details to HRBC before hiring or changing duties or hours.	Funding restrictions must align with the job type.
Are benefits available and how many hours are needed?	Benefits vary by appointment type, FTE, and employment category.	Do not promise benefits. Provide the job type and FTE to HRBC and confirm eligibility before discussing an offer.	Benefit eligibility differs across job types.
Can work begin while Workday, background check, or I-9 is pending?	No. Work cannot begin until all required hiring steps are complete.	Communicate the authorized start date and do not allow work, training, shadowing, or assigned duties until clearance is confirmed.	Prevents common compliance violations.
Can a supervisor use OPS as a trial period before hiring Staff?	No. Non-student OPS appointments cannot be used as a trial or probationary period.	Do not use OPS as a trial period. Begin the Staff recruitment process when the need is ongoing.	Required by UCF OPS policy.
What if the employee has more than one supervisor and/or department funding the work?	Supervisors ensure employees do not exceed allowable work hours.	Identify one primary supervisor, collect schedules and hours from all departments, and monitor the combined total before approving work.	Multiple appointments require coordinated oversight.
What if the individual needs system access but is not being hired?	Determine whether a sponsored account, volunteer, or courtesy appointment is appropriate. Employment should not be used solely to provide access.	Explain the business need for access and submit the appropriate sponsored, volunteer, courtesy, or IT access request. Do not create an employment appointment solely to provide access.	Access should match the individual's relationship with the university.

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Who owns ongoing monitoring after hire?	Supervisors oversee hours, duties, funding, and eligibility, while HRBC provides policy and process support.	Review hours, duties, funding, and eligibility at the start, midpoint, and before the appointment ends. Report changes to HRBC promptly.	Most compliance issues occur after hire.

C. Hiring Contact Guide

If your question involves...	Contact	Examples
Federal Work Study (FWS)	HRBC	Award exhausted, enrollment, SAP, FAFSA
Graduate Assistantships	HRBC	GTA/GRA/GA/GTG, FTE, tuition, health insurance
International Students	UCF Global + HRBC	Hour limits, CPT/OPT, unpaid work
OPS vs Staff classification	HRBC	Temporary vs. ongoing work
Payroll or FICA	Payroll Services + HRBC	Multiple jobs, FICA exception
Grant-Funded Positions	HRBC	Sponsored funding restrictions