



Conditions of Employment Acknowledgement Form for Temporary/OPS Employees

The assignment you are being hired for is considered a temporary/OPS position. Temporary/OPS positions are not established positions and are paid from OPS funds. Temporary/OPS positions are usually not eligible for benefits and retirement; however they may be eligible for health insurance coverage depending on the average hours worked per week. Temporary/OPS positions may be exempt or non-exempt based on job duties and salary in accordance with the Fair Labor Standards Act (FLSA). The length of each position depends on available funding. They provide part-time or full-time employment. Temporary/OPS positions do not have layoff rights and may be terminated without prior notice. Applicants hired into Temporary/OPS positions may apply for a regular appointment should a vacancy become available.

Prior to your first day of employment, you will need to complete the “onboarding process” in Workday, Florida Atlantic University's Human Capital Management (HCM) System. Please monitor your email for directions on the onboarding process.

The onboarding process includes but it not limited to: completion of Section I of the I-9, entering government ID's, contact and personal information, completion of federal withholdings, and the Direct Deposit Authorization form. Florida Atlantic University uses direct deposit as the method of salary payments for employees. The State of Florida requires that you sign and have notarized a loyalty oath, which will need to be uploaded during the onboarding process.

Federal law requires that all employees complete an electronic I-9 verifying their eligibility to work in the United States. Our Processing and Records Office will need to photocopy original documents in compliance with the Immigration and Naturalization Act. A list of acceptable documents for I-9 verification is available by visiting our website at (<http://www.fau.edu/hr/files/I-9.pdf>). Please be prepared to present appropriate documentation on your first day of employment. **Please note, this process is required by law to be completed within three (3) days of the start of your employment.**

I acknowledge that I understand the terms of temporary employment and accept the assignment.

(Employee Signature)

(Date)

(Printed name)