



OPS/Adjunct to Student Checklist

This checklist should be used when an OPS/Adjunct employee becomes a degree seeking student that is registered for at least 6 credits for undergraduates or 5 credits for grad students.

Special Notes:

- OPS/Adjunct Employees converting to Student, must start at the beginning of a pay period.
- If a new background check is required, then the employee **cannot** begin the new assignment until the background check is approved.
- OPS Conditions of Employment Form must be completed.
- Job Reqs and applications **are not** required for these non-recruited changes.

Verify if a background check is required (HR Partner Steps):

- Email Recruitment Services at empl@fau.edu to confirm if a background check is required for the candidate to crossover to Student. Make sure to include the following in the email:
 - Employee's name and Z#
 - If the employee will have driving or fiduciary responsibilities
 - If the employee will be working, supervising or caring for a protected class (minors, elderly, or individuals with disabilities)
 - SmartTAG# to charge the background check
- If a background check is required, Recruitment Services will email the employee.
- If a background check is not required, Recruitment Services will notify the department

Complete the Change Job (HR Partner Steps):

- Follow the appropriate Job Aid for step by step instructions.

Special notes are listed below:

- Once the background check is approved or if it was determined that a background check was not required, the change job can be initiated. **Crossovers must take place at the beginning of a pay period.**
- Make sure to update the Job Profile, Employee Type, Scheduled Weekly Hours, End Employment Date prior to submitting the change job. Follow the appropriate Job Aid for step by step instructions.
- Make sure to attach the Conditions of Employment Form (Adjuncts are exempt from this)

NOTES: For changes or questions with start dates, please contact Recruitment Services at empl@fau.edu.