



Student to OPS/Adjunct Checklist

This checklist should be used when a student employee is:

- Graduating and will continue as a OPS or Adjunct employee
- No longer enrolled as part-time/full-time (below 6 credits for undergraduates or below 5 credits for grad students)
- No longer a degree seeking student

Special Notes:

- Student Employees converting to OPS or Adjunct, must start at the beginning of a pay period.
- If a new background check is required, then the student employee **cannot** begin the new assignment until the background check is approved.
- OPS Conditions of Employment Form must be completed.
- If converting the student to a OPS Fica Exempt Job Profile, the Position Job ID Form must also be completed and attached to the Change Job.
- 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 OPS/Adjunct. 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)
- For OPS Exempt, make sure to attach the Position Job ID Form (Adjuncts are exempt from this)

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