

OPS & Graduate Assistant Appointments

New Hires & Rehires

Type of Hire	New Hire OPS Exempt (020 - 030) OPS Nonexempt (001 - 019) Post Doctoral Scholar (M9189)	New Hire - Graduate Assistant	Rehire (less than 30 day separation) OPS & Graduate Assistant	Rehire (more than 30 day separation) OPS & Graduate Assistant
Onboarding Invitation Type	Original	Original	Additional	Original
Applicable Offer Letter	OPS Exempt Request Form required for OPS Exempt appointments	Graduate Assistant Offer Letter	Graduate Assistant Offer Letter, or OPS Exempt Request Form, as applicable	Graduate Assistant Offer Letter, or OPS Exempt Request Form, as applicable
Social Security Card/Receipt	Yes	Yes	N/A	Yes
Notarized Loyalty Oath	Yes	Yes	N/A	Yes
Foreign Talent Recruitment Form	Yes, for Job Codes 004, 005, 020, 024, M9182, M9189	Yes	N/A	Yes
Form I-9	Yes	Yes	Section 3 or New I-9	Section 3 or New I-9

Additional Notes:

- OPS Exempt Request Form required for all OPS Exempt appointments
- All required documentation must be submitted in the Onboarding portal > My Tasks > Supplemental Documents (Admin) page by the [payroll deadline](#) for timely processing