Faculty (Salaried, Adjunct and Courtesy)  
 Onboarding Checklist

Position #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Annual Rate of Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UFID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Contact Name: \_\_\_\_\_\_\_\_\_\_\_ Dept. Contact #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Dept.** | **Dean’s** | **N/A** | **Required Training** |
|  |  |  | [**Confidentiality**](http://privacy.health.ufl.edu/training/hipaaPrivacy/instructions.shtml) Statement  (within five days of hire) |
|  |  |  | HIPAA Compliance within 5 days of hire in [myUFL](https://my.ufl.edu/psp/ps/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TRN_REQUEST_LNK.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OBJECT.UF_PA_MY_SELF_SVC.HC_TRAINING_AND_DEVELOPMENT.HC_TRN_REQUEST_LNK_GBL2&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder)  General Awareness PRV800 or Research PRV801  *Courtesy Faculty - HIPAA for Visitors and Vendor:*  [***http://privacy.health.ufl.edu/training/visitors/instructions.shtml***](http://privacy.health.ufl.edu/training/visitors/instructions.shtml) |
|  |  |  | Preventing Sexual Harassment Training – in [myUFL](https://my.ufl.edu/ps/signon.html)  (N/A only if UF transfer) – My Self Service > Training and Development > Preventing Sexual Harassment  *Courtesy Faculty use this link:* [***https://secure.newmedialearning.com/psh/uflorida/student/index.shtml***](https://secure.newmedialearning.com/psh/uflorida/student/index.shtml) |
|  |  |  | Protecting Social Security Numbers Training (PRV804) – in [myUFL](https://my.ufl.edu/psp/ps/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TRN_REQUEST_LNK.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OBJECT.UF_PA_MY_SELF_SVC.HC_TRAINING_AND_DEVELOPMENT.HC_TRN_REQUEST_LNK_GBL2&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder)  *Courtesy Faculty use this link:*  [***http://privacy.health.ufl.edu/SocSecNos/index.shtml***](http://privacy.health.ufl.edu/SocSecNos/index.shtml) |
|  |  |  | [**FERPA Basics: Student Records**](http://privacy.health.ufl.edu/training/FERPA/index.shtml) Training |
|  |  |  | [**Code of Conduct**](https://apps.dental.ufl.edu/intranet/ZF/DocumentAcceptance)  *Courtesy Faculty use this link:* [***https://apps.dental.ufl.edu/intranet/Policies/Code\_of\_Conduct.pdf***](https://apps.dental.ufl.edu/intranet/Policies/Code_of_Conduct.pdf) |
|  |  |  | Enroll in mandatory UF and UFCD **New Faculty Orientation** *(n/a for Courtesy faculty)* |
|  |  |  | Schedule meeting with UF Benefits Counselor  Enroll in UF Benefits within 60 days of hire and Retirement within 90 days  *(n/a for Adjunct and Courtesy faculty)* |
|  |  |  | Review [**Pro3 Series**](http://hr.ufl.edu/training/pro3/default.asp) Training, [**Supervisory Challenge**](http://hr.ufl.edu/training/schedule_3/supervisory.asp) Training and other [**UF Training**](http://hr.ufl.edu/training/training_page/training_courses.asp) courses *(n/a for Adjunct and Courtesy faculty)* |
|  |  |  | [**Gator 1/UFID**](http://www.bsd.ufl.edu/G1C/IdCard/pdfFiles/Staff_Faculty_Authorization_Form_20090806.pdf)Badge (Request online)  Call 273-5044 for HSC schedule |
|  |  |  | Schedule portrait appointment with [**UF Photography**](http://www.urel.ufl.edu/production/photography/) (or, department may take digital photo)  Email digital image to Dean’s Office ([mlong@dental.ufl.edu](mailto:mlong@dental.ufl.edu)) *(n/a for Adjunct and Courtesy faculty)* |
|  |  |  | Obtain parking decal through [**Transportation and Parking**](http://parking.ufl.edu/) Services |
|  |  |  | Request appropriate PeopleSoft security roles  *(n/a for Courtesy faculty)* |
|  |  |  | Update UFCD Database: credentials, Visa, DEA, NPI, Teaching permit or license |