Pre/Post Doc Fellow

Hire/Onboarding Checklist

Stipend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UFID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Dept.** | **Dean’s** | **N/A** | Required Steps and Forms |
|  |  |  | If Hiring a Foreign National: Complete [Foreign National Tax Information](http://www.fa.ufl.edu/wp-content/uploads/2012/03/fa-uts-fninfo.pdf) Form and other documents from the [UF Checklist Academic Personnel](http://hr.ufl.edu/academic/checklists/hire_checklist.html) – tax paperwork must be attached to ePAF. |
|  |  |  | [Memorandum of Understanding](http://www.hr.ufl.edu/academic/forms/fellowshipmemo.pdf) |
|  |  |  | [INOP](https://connect.ufl.edu/ehs/occmed/pages/inop.aspx) form – attach to ePAF even if no exam required |
|  |  |  | [Health Assessment/HAMS](http://www.ehs.ufl.edu/forms/occmed_forms/) requirement – attach to ePAF once cleared.  Date cleared: \_\_\_\_\_\_\_\_\_ (clearance one day prior to start date) |
|  |  |  | [HIPAA Release](http://shcc.ufl.edu/files/2011/09/privacypractices.pdf) Form  (Employee completes and takes to HAMS appointment) |
|  |  |  | [Patient Contact](http://shcc.ufl.edu/files/2011/09/WMC-001.pdf) Form |
|  |  |  | Contact with [Human Blood](http://webfiles.ehs.ufl.edu/TNV.pdf) Form  ([Bloodborne Pathogen Training](http://dental.ufl.edu/about/administration/clinic-administration/resources/required-training/)) |
|  |  |  | [Animal Contact](http://webfiles.ehs.ufl.edu/ACForm.pdf) Form  (Renewal exam every three years) |
|  |  |  | [Selective Service Verification](https://www.sss.gov/RegVer/wfVerification.aspx) (for males between the ages of 18-26 years) |
|  |  |  | [ePAF](http://hr.ufl.edu/training/myUFL/instructionguides/Hiring%20at%20UF.pdf) initiated in PeopleSoft and attach [loyalty oath](http://www.hr.ufl.edu/recruitment/forms/fourinone.pdf), statement of appointment, MOU, [direct deposit](http://www.fa.ufl.edu/wp-content/uploads/2012/03/fa-ps-dda.pdf) form and [emergency contact form](http://www.hr.ufl.edu/recruitment/forms/emergency.pdf). |
|  |  |  | Link employee’s “Network Managed By” field to correct Department ID in UF Directory |
|  |  |  | Set up GatorLink Account <http://www.gatorlink.ufl.edu/> This will need to be done prior to requesting email account.  (N/A only if UF transfer) |
|  |  |  | Contact Information Systems to set-up Dental Outlook email account and email distribution lists (DN-Staff, DN-Everyone, etc.) at: [help@dental.ufl.edu](mailto:help@dental.ufl.edu); follow the directions: [How do I obtain an e-mail account?](http://dental.ufl.edu/about/human-resources/questions-answers/) |
|  |  |  | Set up office area and/or lab space prior to person’s arrival and order name plate and business cards, if appropriate |
|  |  |  | UFCD [Code of Conduct](https://apps.dental.ufl.edu/intranet/Policies/Code_of_Conduct.pdf) |
|  |  |  | [Confidentiality](http://privacy.health.ufl.edu/training/hipaaPrivacy/instructions.shtml) Statement  (within 5 days of hire) |
|  |  |  | HIPAA Compliance within 5 days of hire:  Go to [myUFL Login](https://my.ufl.edu/ps/signon.html) and log in with your GatorLink username and password. Then go under My Self Service > Training and Development > HIPAA & Privacy for Researchers |
|  |  |  | [Gator 1/UFID](http://www.bsd.ufl.edu/G1C/index.asp) Badge – You will need to request online.  Call 273-5044 for HSC schedules |
|  |  |  | Obtain parking decal through [Transportation and Parking Services](http://www.parking.ufl.edu/pages/facstaffdecals.asp) |