Residents/Interns/Fellows

Onboarding Checklist

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

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

Contact Name/#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Dept.** | **Dean’s** | **N/A** | **Forms / Required Training** |
|  |  |  | Letter of Appointment from School of Advanced Dental Sciences (SADS) |
|  |  |  | Enter ePAF |
|  |  |  | Verify I-9 in HireExpress (N/A if currently employed by UF) |
|  |  |  | Enter Network Managed By in Identity Management & Create Dept Associate Affiliation |
|  |  |  | [Selective Service Verification](https://www.sss.gov/RegVer/wfVerification.aspx) (for males between the ages of 18-25 years) |
|  |  |  | 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 IT 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/) |
|  |  |  | Provide information about enrolling in benefits within 60 days of hire |
|  |  |  | Enroll PS benefits: Health, Life, AD&D, LTD |
|  |  |  | [Emergency Contact Form](http://www.hr.ufl.edu/recruitment/forms/emergency.pdf) |
|  |  |  | UFCD [Code of Conduct](https://apps.dental.ufl.edu/intranet/ZF/DocumentAcceptance) |
|  |  |  | [Confidentiality](http://privacy.health.ufl.edu/confidential/index.shtml) Statement (within 5 days of hire) |
|  |  |  | HIPAA & Privacy Gen. Awareness Training (PRV800) must be completed 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) |
|  |  |  | [Blood Bourne Pathogen Training](https://reg.distance.ufl.edu/reg/Activity/Details/1E9364EFE19E4544A43DE76E07C4BDEA): Click on “Enroll in this activity”. Will need GatorLink ID and password to enroll in to the course. |
|  |  |  | [Health Assessment/HAMS](http://www.ehs.ufl.edu/forms/occmed_forms/) requirement  Date cleared: \_\_\_\_\_\_\_\_\_ (clearance one day prior to start date) |
|  |  |  | Preventing Sexual Harassment Training – in [myUFL](https://my.ufl.edu/ps/signon.html)  (N/A only if UF transfer and have completed in current year) – My Self Service > Training and Development > Preventing Sexual Harassment |
|  |  |  | 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) |
|  |  |  | [FERPA Basics](http://privacy.health.ufl.edu/training/FERPA/index.shtml) Training (PRV802) – 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) |
|  |  |  | [Gator 1/UFID](http://www.bsd.ufl.edu/G1C/index.asp) Badge – Department 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) |
|  |  |  | [Key Distribution](https://apps.dental.ufl.edu/intranet/Policies/key-request-distribution.pdf) form – copy to Dean’s Office |