Salaried and Adjunct (OPS) Faculty Hire 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 Steps and Forms |
|  |  |  | Three Letters of Recommendation or Documentation of Three Reference Checks via Phone |
|  |  |  | Disclosure of relatives employed at UFCD ([**Nepotism**](http://www.hr.ufl.edu/recruitment/resources/nepotism.doc) Letter) **\*\*Dean’s signature/approval required prior to offer\*\*** |
|  |  |  | New Hire Demographic Form (for GatorStart, N/A if Foreign National) |
|  |  |  | 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**Hire will not go through GatorStart, all paperwork must be filled out and attached to ePAF.** |
|  |  |  | Letter of Offer(Approved by Dean’s Office) |
|  |  |  | Original transcripts (translations and equivalencies if necessary) |
|  |  |  | [**Background Check Request**](http://www.hr.ufl.edu/recruitment/forms/background_screen.html) Form Date cleared: \_\_\_\_\_\_\_\_\_ |
|  |  |  | [**ePAF**](http://hr.ufl.edu/training/myUFL/instructionguides/Hiring%20at%20UF.pdf) initiated in PeopleSoft, Attach first page of loyalty oath, I-9 documents, SS card, Driver’s License, offer letter, background results, emergency contact forms and other forms required on [New Hire Checklist – Academic Personnel](http://www.hr.ufl.edu/academic/checklists/hire_checklist.html). Once ePAF approved at level 1, email sent to new employee to complete hiring paperwork. |
|  |  |  | Verify I-9 or create an I-9 through I-9 Management for any hire not eligible for GatorStart |
|  |  |  | [**Health Assessment/HAMS**](http://www.ehs.ufl.edu/programs/occmed/forms/) requirement (SHCC: 392-0627)Date cleared: \_\_\_\_\_\_\_\_ **(clearance one day prior to start date)**Attach to ePAF once cleared. |
|  |  |  | [**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-002.pdf)Form |
| **Dept.** | **Dean’s** | **N/A** | Required Steps and Forms |
|  |  |  | Contact with [**Human Blood**](http://webfiles.ehs.ufl.edu/TNV.pdf) Form ([**Bloodborne Pathogen Training**](https://reg.distance.ufl.edu/reg/Activity/Details/1E9364EFE19E4544A43DE76E07C4BDEA)) |
|  |  |  | [**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 18-25 years) |
|  |  |  | Copy of required license, CPR certification or other position requirements |
|  |  |  | Copy License and/or submit application for Teaching Permit NPI Number/DEA Number for Clinical Faculty |
|  |  |  | Copy of driver’s license and Social Security card or other acceptable I-9 documents |
|  | x | x | [**Disclosure of Outside Activities**](http://www.generalcounsel.ufl.edu/downloads/coi_appendices/AppendixB2.pdf) Form  |
|  | x | x | CHR office connect new faculty member with Greg Turner to create faculty profile: **turnga@shands.ufl.edu** |
|  |  | x | Complete Benefit (Health, Life, AD/D & Disability) enrollment records for eligible faculty *(n/a for Adjunct faculty)* |
|  |  |  | Link employee’s “Network Managed By” field to correct Department ID in UF Directory |
|  |  |  | Set up [**GatorLink**](http://www.gatorlink.ufl.edu/) Account(N/A only if UF transfer) |
|  |  |  | [**Contact Information Systems**](https://helpdeskuf.shands.ufl.edu/login) to set-up an email account and email distribution lists (N/A only if UFCD transfer) |
|  |  |  | Set up office area and/or lab space prior to employee’s arrival and order name plate and business cards |