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) |
|  |  |  | Copy of driver’s license and Social Security card or other acceptable I-9 documents |
|  |  |  | [ePAF](http://hr.ufl.edu/training/myUFL/instructionguides/Hiring%20at%20UF.pdf) initiated in PeopleSoft (Must enter within three days of hire date to meet E-Verify requirements). Attach first page of loyalty oath, I-9 documents, SS card, Driver’s License, offer letter. |
|  |  |  | GatorStart – In I-9 Management, for those hires that do not qualify for GatorStart, a new I-9 will need to be created. For those that go through GatorStart, please complete section 2 of the I-9 in I-9 Management, within 3 days of hire date. |
|  |  |  | If Hiring a Foreign National:  [Use Foreign National Checklist](file:///\\Ahcdfs.ahc.ufl.edu\files\DN\SHARE\Dean's%20Office\Human%20Resources\New%20Hire%20Emails%20&%20Checklists\checklist_Foreign%20National.docx) |
|  |  |  | Enter Network Managed By in Identity Management & Create Dept Associate Affiliation |
|  |  |  | [4 in 1 form](http://hr.ufl.edu/wp-content/uploads/forms/recruitment/fourinone.pdf) (requires notary) |
|  |  |  | [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 Information Systems to set-up Dental Outlook email account and email distribution lists (DN-Staff, DN-Everyone, etc.) 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) |
|  |  |  | [Bloodborne Pathogen Training](https://elearning2.courses.ufl.edu/portal/site/f04f62d1-fadf-44a9-a9ec-9f55b3028806/page/ca8437d0-dd82-43d1-8986-4c5973919490) |
|  |  |  | [Health Assessment/HAMS](http://shcc.ufl.edu/files/2011/09/WMC-002.pdf) requirement (SHCC: 392-0627)  Date cleared: \_\_\_\_\_\_\_\_ (clearance one day prior to start date)  Attach to ePAF once cleared. (Department) |
|  |  |  | UFCD [Code of Conduct](https://apps.dental.ufl.edu/intranet/ZF/DocumentAcceptance) |
|  |  |  | [Confidentiality](http://privacy.health.ufl.edu/training/hipaaPrivacy/instructions.shtml) Statement (within 5 days of hire) |
|  |  |  | HIPAA & Privacy Gen. Awareness Training (PRV800) must be completed within 5 days of hire |
|  |  |  | Preventing Sexual Harassment Training |
|  |  |  | Protecting Social Security Numbers Training (PRV804) |
|  |  |  | [FERPA Basics](http://privacy.health.ufl.edu/training/FERPA/index.shtml) Training (PRV802) |
|  |  |  | Physician Billing Compliance Training for Residents & Fellows (PBC801) |
|  |  |  | Parking Training |
|  |  |  | [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 |