

**Post Doc Associate/Grad Assistant
Hire Checklist**

Name of Hire: _____ UFID: _____ Dept. ID: _____

Salary: _____ Hire Date: _____ Supervisor: _____

Need	N/A	Forms / Required Training
		UFCD Request to Fill **Dean's signature/approval required prior to offer or posting**
		Disclosure of relatives employed at UFCD (Nepotism Letter) **Dean's signature/approval required prior to offer**
		Background Clearance: First Advantage through myUFL and/or the Background Check Request Form Date submitted: _____ Date cleared: _____
		Letter of Offer for Post Doc Associates, Letter of Appointment for Grad Assistants
		Health Assessment Requirement: Job Duty Forms , Payment Authorization Form Detailed Information: Department Administrators and Employees/New Hires Date cleared: _____ (clearance one day prior to start date)
		Patient Contact(1) Respiratory(2) and TB(3) Forms (Employee completes and takes to Appointment)
		Bloodborne Pathogen Training in myUFL (Course #EHS850D)
		Animal Contact Form (Renewal exam every three years)
		Letter of Transmittal (N/A if Grad Assistant)
		Selective Service Verification (for males between the ages of 18-26 years)
		Copy of required License, CPR certification, typing test or other position requirements
		Loyalty Oath (requires notary)
		Disclosure of Outside Activities Form
		Emergency Contact Form
		Original Transcripts (and translations if necessary)
		Copy of driver's license and Social Security card and other acceptable I-9 documents
		If Hiring a Foreign National: Use the Hiring Foreign Nationals process
		ePAF initiated in PeopleSoft. Attach Offer Letter, 1st page of Loyalty Oath, SSN, Driver's License, Emergency Contact Form, Application, and Resume. Date ePAF entered: _____ (<u>Must enter no later than the first day of hire date to meet E-Verify requirements</u>) Once ePAF approved at level 1, email sent to new employee to complete all hiring paperwork.
		GatorStart – In I-9 Management, for hires that do not qualify for GatorStart, a new I-9 will need to be created. For those that go through GatorStart, complete section 2 within 3 days of hire date.
		Employee to Set up GatorLink Account https://account.it.ufl.edu/ (prior to requesting email account)
		Contact IT for ticket: email set up, email distribution lists, appropriate UFCD shared drive folder access and software/applications