# TEAMS/USPS Exempt and Non-Exempt Onboarding Checklist

Name of Hire: ____________________  UFID: _____________  Hire Date: ___________

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<tr>
<th>Dept.</th>
<th>N/A</th>
<th>Required</th>
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<td>Provide information about enrolling in benefits and retirement, within 60 days of hire</td>
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<td>Gator 1/UFID Badge, Call 392-8343 for HSC schedule</td>
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<td>Request appropriate PeopleSoft security roles</td>
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<td>Contact IT for ticket to set up AxiUm/Epic/Dolphin/MiPACS access</td>
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<td>Set up office area and/or lab space prior to employee’s arrival</td>
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<td>Obtain parking decal through Transportation and Parking Services</td>
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**Accept documents/training on the Intranet:**
- UFCD Code of Conduct
- UFCD Attendance Policy
- UF Employee Handbook
- Hand Hygiene
- Donning and Doffing PPE

**Confidentiality** Statement (within 5 days of hire)

**Required Training Courses (within 5 days of hire):**
- OOC101 – Compliance & Ethics: Doing Your Part for the Gator Good
- PRV800 – HIPAA & Privacy: General Awareness
- GET803 – Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention
- PRV804 – Protecting Social Security Numbers
- PRV802 – FERPA
- GET807 – The Law and Your Responsibility in Accommodating Students with Disabilities
- KOG100 – At-Risk for Faculty & Staff Kognito Training
- ITT102v – Protecting UF: Information Security Training
- UF Health Complimentary Parking for Patient and Visitors (search title, Gainesville only)
- Hospitality and Service Standards of Behavior (search title)

If employee has axiUm access:
- PBC809v_OLT – Billing Compliance

**Instructions:**
Go to [myUFL Login](https://myufllogin.ufl.edu) and log in with your GatorLink username and password. Then go under My Self Service > Training and Development > My Training Enrollment > search course

**Additional Required Training:**
- [New Employee Orientation](https://dental.ufl.edu/about/human-resources/new-employee-orientation) (N/A if UF transfer)

**Required In-Person Training:**
- UFCD New Staff Orientation ([register here](https://dental.ufl.edu/about/human-resources/new-staff-orientation))

Check here for updates on training requirements: [https://dental.ufl.edu/about/human-resources/required-training/](https://dental.ufl.edu/about/human-resources/required-training/)

Review [Pro3 Series](https://dental.ufl.edu/about/human-resources/pro3-series) Training, [Supervisory Challenge](https://dental.ufl.edu/about/human-resources/teams-supervisory-challenge) and other [UF Training](https://dental.ufl.edu/about/human-resources/uf-training) courses

**Key Distribution** form – copy to Dean’s Office