Pre/Post Doc Fellow  
Hire/Onboarding Checklist

<table>
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<tr>
<th>Name of Hire: __________________________</th>
<th>UFID: __________________________</th>
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<tbody>
<tr>
<td>Hire Date: __________________________</td>
<td>Department: ____________________</td>
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<tr>
<th>Dept.</th>
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<th>N/A</th>
<th>Required Steps and Forms</th>
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<td>If Hiring a Foreign National: [Use Foreign National Checklist]</td>
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<td><strong>Memorandum of Understanding</strong></td>
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<td><strong>INOP</strong> form – attach to ePAF even if no exam required</td>
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|       |        |     | Health Assessment Requirement: [Job Duty Forms]  
|       |        |     | **INOP** form required with [Payment Authorization Form]  
|       |        |     | Detailed Information: [Department Administrators] and [Employees/New Hires]  
|       |        |     | Date cleared: ____________ (clearance one day prior to start date)  
|       |        |     | Patient Contact  
|       |        |     | Contact with Human Blood – Bloodborne Pathogen Training in myUFL (Course #EHS850D)  
|       |        |     | Animal Contact Form - Renewal exam every three years  
|       |        |     | **Selective Service Verification** (for males between the ages of 18-26 years)  
|       |        |     | **ePAF** initiated in PeopleSoft and attach loyalty oath, statement of appointment, 
|       |        |     | MOU, [direct deposit] form and [emergency contact form]  
|       |        |     | Set up GatorLink Account [http://www.gatorlink.ufl.edu/] This will need to be done prior to requesting email account. (N/A if UF transfer)  
|       |        |     | Contact IT for ticket: email set up, email distribution lists, appropriate UFCD shared drive folder access and software/applications  
|       |        |     | Set up office area and/or lab space prior to person’s arrival and order name plate and business cards, if appropriate  
|       |        |     | **Code of Conduct**  
|       |        |     | **Confidentiality Statement**  
|       |        |     | Required Trainings:  
|       |        |     | PRV801 – HIPAA & Privacy: General Awareness  
|       |        |     | OOC101 – Compliance & Ethics: Doing Your Part for the Gator Good  
|       |        |     | **Gator 1/UFID** Badge – You will need to request online. 
|       |        |     | Call 273-5044 for HSC schedules  
|       |        |     | Obtain parking decal through [Transportation and Parking Services]  


