

Salaried and Adjunct (OPS) Faculty Hire Checklist

Position #: _____ Annual Pay: _____ Name of Hire: _____ UFID: _____

Title: _____ Hire Date: _____ Salary Plan: _____ Job Code: _____ Workgroup: _____

Dept. & Contact Name: _____ Dept. Contact #: _____ Supervisor: _____

Dept.	Dean's	N/A	Required Steps and Forms
			Three documented references/recommendation letters or letter of transmittal for faculty hires without a search
			Letter of Offer (Approved by Dean's Office)
			CV
			Disclosure of relatives employed at UFCD (Nepotism Letter) **Dean's signature/approval required prior to offer**
			If Hiring a Foreign National: Use the Hiring Foreign Nationals process
			Original transcripts of all Dental degrees (translations and equivalencies if necessary)
			Copy of driver's license and Social Security card or other acceptable I-9 documents
			Background Clearance: First Advantage through myUFL and/or the Background Check Request Form Date submitted: _____ Date cleared: _____
			Emergency Contact Form
			Compliance Form for an Investigator Transferring to UF
			Health Assessment Requirement: Job Duty Forms , Payment Authorization Form Detailed Information: Department Administrators and 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)
			Copy of CPR/BLS or ACLS card (if clinical)
			Copy of Dental License/or submit application for Teaching Permit
			NPI Number
			DEA Number for Clinical Faculty
			Copy of board certificate (if board certified in specialty)
			Copy of Sedation Certificate (Oral Surgery, Pedo, Perio only)
			Animal Contact Form (Renewal exam every three years)
			ePAF initiated in PeopleSoft, Attach first page of Loyalty Oath (4-in-1 form), I-9 documents (SS card, Driver's License), offer letter, emergency contact forms and other forms required.
			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.
			Selective Service Verification (for males between the ages of 18-26 years)
			Disclosure of Outside Activities (if applicable)
			Loyalty Oath (requires notary)

		<p>Complete Required Training Courses through myUFL:</p> <p>EHS850D – Bloodborne Pathogen Training OOC101 – Compliance & Ethics: Doing Your Part for the Gator Good PRV801 – HIPAA & Privacy: General Awareness GET803 – Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention PRV804 – Protecting Social Security Numbers PRV803 – FERPA for Faculty PBC809v_OLT – Billing Compliance 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 UFCD 2020 Infection Prevention (search title) UF Health Complimentary Parking for Patient and Visitors (search title, Gainesville only) Hospitality and Service Standards of Behavior (search title) DEN003 – UFCD Code of Conduct DEN004 – ECO Copyright Agreement DEN005 – Hand Hygiene DEN006 – Donning and Doffing PPE</p> <p>Check here for updates on training requirements: https://dental.ufl.edu/about/human-resources/required-training/</p>
		Review Supervisory Challenge Training and other UF Training courses (<i>n/a for Adjunct</i>)
		Clinical Providers Only-CMS Form (PDF) -Send to Jodi Geiger
		Schedule meeting with <i>Christina Perez</i> Enroll in UF Benefits within 60 days of hire and Retirement within 90 days
		Update UFCD Database: credentials, Visa, DEA, NPI, Teaching permit or license
		Submit house hunting and moving expenses
		Gator 1/UFID (Request online) Call 273-5044 or visit here for HSC schedule
		Request appropriate PeopleSoft security roles
		Obtain parking decal through Transportation and Parking Services (Department)
		Schedule portrait appointment with UF Photography (or, department may take digital photo) (<i>n/a for Adjunct</i>)
		Set up office area and/or lab space prior to employee’s arrival and order name plate and business cards (Department)
		Contact Communications Director if faculty member is providing patient care. UF Health Provider Directory Update.
		Contact IT for ticket: email set up, email distribution lists, appropriate UFCD shared drive folder access and software/applications (AxiUm/Epic/Dolphin/MiPACS access) (Department)