

**OPS/Student Assistant/Federal Work Study  
Hire Checklist**

Dept. ID: \_\_\_\_\_

Salary Plan: \_\_\_\_\_

Job Code: \_\_\_\_\_

Workgroup: \_\_\_\_\_

Title: \_\_\_\_\_

Requisition #: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Name of Hire: \_\_\_\_\_ UFID: \_\_\_\_\_

Hire Date: \_\_\_\_\_ FTE: \_\_\_\_\_ Funding: \_\_\_\_\_ Supervisor: \_\_\_\_\_

\*\*Students may not work more than .50 FTE (total hours), unless stated otherwise on work permit.

Need	N/A	Required Steps and Forms
		<a href="#">UFCD Request to Fill</a> **Dean's signature/approval required prior to offer or posting**
		<a href="#">Disclosure of relatives</a> 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 <a href="#">Form</a> Date submitted: _____ Date cleared: _____
		<a href="#">OPS and Student Assistant Application</a> (if position is not posted)
		<a href="#">Pay Rate Justification</a> letter (If starting pay exceeds \$16.50 per hour)
		FWS Only - Student Work Permit/screenshot of award
		FWS Only - Student Hours Extension form (If student's hours exceed 20 hours a week)
		<a href="#">Letter</a> of offer
		Health Assessment Requirement: <a href="#">Job Duty Forms</a> , <a href="#">Payment Authorization Form</a> Detailed Information: <a href="#">Department Administrators</a> and <a href="#">Employees/New Hires</a> Date cleared: _____ (clearance one day prior to start date)
		Patient Contact(1) Respiratory(2) and TB(3) Forms (Employee completes and takes to Appointment)
		Contact with Human Blood Form (Employee completes and takes to HAMS) Bloodborne Pathogen Training in myUFL (Course #EHS850D)
		Animal Contact Form (Renewal exam every three years)
		<a href="#">Selective Service Verification</a> (for males between the ages of 18-25 years)
		Copy of required License, CPR certification, typing test or other position requirements
		<a href="#">Loyalty Oath</a> (requires notary)
		<a href="#">Emergency Contact Form</a>
		<a href="#">Disclosure of Outside Activities</a> , if required
		Copy of Driver's License and SSN card and/or other acceptable I-9 documents
		If Hiring a Foreign National: Use the <a href="#">Hiring Foreign Nationals process</a>
		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: _____ (Must enter no later than the first day of hire date to meet E-Verify requirements)
		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 <a href="https://account.it.ufl.edu/">https://account.it.ufl.edu/</a> (do prior to requesting email account)
		<a href="#">Contact</a> IT for ticket: email set up, email distribution lists, appropriate UFCD shared drive folder access and software/applications

 Sent Welcome/Training Email – Date: \_\_\_\_\_