

Residents/Interns Onboarding Checklist

Name of Hire: _____ UFID: _____ Dept. ID: _____
 Hire Date: _____ Sal Plan: _____ Job Code: _____
 Contact #: _____ Stipend: _____ Workgroup: _____
 Supervisor: _____ FTE: _____ Foreign National?

SADS	Dean's	N/A	Forms / Required Training
			Letter of Appointment from School of Advanced Dental Sciences (SADS)
			Copy of driver's license and Social Security card or other acceptable I-9 documents
			ePAF initiated in PeopleSoft (Must enter no later than the first day of hire date to meet E-Verify requirements). Attach first page of loyalty oath, I-9 documents, SS card, Driver's License, offer letter.
			GatorStart – Complete section 2 of the I-9 in I-9 Management, within 3 days of hire date.
			If Hiring a Foreign National: Use the Hiring Foreign Nationals process
			Create Department Associate Affiliation
			Loyalty Oath (requires notary)
			Selective Service Verification (for males between the ages of 18-25 years)
			Set up GatorLink Account http://www.gatorlink.ufl.edu/ This will need to be done prior to requesting email account. (N/A only if UF transfer)
			Contact Information Systems to set-up Dental Outlook email account and email distribution lists (DN-Resident) follow the directions: How do I obtain an e-mail account?
			Health Assessment requirement (SHCC: 392-0627) Date cleared: _____ (clearance one day prior to start date)
			Emergency Contact Form
			Complete Required Training Courses through myUFL: 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 PRV802 – FERPA PBC809v_OLT – Billing Compliance GET807 – The Law and Your Responsibility in Accommodating Students with Disabilities 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 – Code of Conduct DEN005 – Hand Hygiene DEN006 – Donning and Doffing PPE Check here for updates on training requirements: https://dental.ufl.edu/about/human-resources/required-training/
			Provide information about enrolling in benefits within 60 days of hire
			Enroll PS benefits: Health, Life, AD&D, LTD
			Gator 1/UFID Badge – Department will need to request online. 273-5044 (HSC)

		Obtain parking decal through Transportation and Parking Services
		Key Distribution form – copy to Dean’s Office