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 dental email/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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**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)
- DEN001 – TEAMS/USPS UF Employee Handbook
- DEN002 – UFCD Attendance Policy
- DEN003 – UFCD Code of Conduct
- DEN005 – Hand Hygiene
- DEN006 – Donning and Doffing PPE

If employee has axiUm access:
- PBC809v_OLT – Billing Compliance

Navigation:
- Go to myUFL Login 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 (N/A if UF transfer)

**Required In-Person/Zoom Training:**
- UFCD New Staff Orientation (link to sign up sent monthly from DN-HR)

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 Training, Supervisory Challenge and other UF Training courses
- Key Distribution form – copy to Dean’s Office