

TEAMS/USPS Exempt and Non-Exempt Onboarding Checklist

Name of Hire: _____ UFID: _____ Hire Date: _____

Dept.	N/A	Required
		Provide information about enrolling in benefits and retirement , within 60 days of hire
		Gator 1/UFID Badge, Call 392-8343 for HSC schedule
		Request appropriate PeopleSoft security roles
		Contact IT for ticket to set up dental email/AxiUm/Epic/Dolphin/MiPACS access
		Set up office area and/or lab space prior to employee’s arrival
		Obtain parking decal through Transportation and Parking Services
		<p>Required Training Courses (within 5 days of hire):</p> <p>OOC101 – Compliance & Ethics: Doing Your Part for the Gator Good</p> <p>PRV800 – HIPAA & Privacy: General Awareness</p> <p>GET803 – Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention</p> <p>PRV804 – Protecting Social Security Numbers</p> <p>PRV802 – FERPA</p> <p>GET807 – The Law and Your Responsibility in Accommodating Students with Disabilities</p> <p>KOG100 – At-Risk for Faculty & Staff Kognito Training</p> <p>ITT102v – Protecting UF: Information Security Training</p> <p>UF Health Complimentary Parking for Patient and Visitors (search title, Gainesville only)</p> <p>Hospitality and Service Standards of Behavior (search title)</p> <p>DEN001 – TEAMS/USPS UF Employee Handbook</p> <p>DEN002 – UFCD Attendance Policy</p> <p>DEN003 – UFCD Code of Conduct</p> <p>DEN005 – Hand Hygiene</p> <p>DEN006 – Donning and Doffing PPE</p> <p>If employee has axiUm access:</p> <p>PBC809v_OLT – Billing Compliance</p> <p>Navigation:</p> <p>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</p> <p>Additional Required Training:</p> <p>New Employee Orientation (N/A if UF transfer)</p> <p>Required In-Person/Zoom Training:</p> <p>UFCD New Staff Orientation (link to sign up sent monthly from DN-HR)</p> <p>Check here for updates on training requirements: https://dental.ufl.edu/about/human-resources/required-training/</p>
		Review Pro3 Series Training, Supervisory Challenge and other UF Training courses
		Key Distribution form – copy to Dean’s Office