

TEAMS Exempt and Non-Exempt Hire Checklist

Title: _____

Requisition #: _____

Position #: _____ Salary: _____ Name of Hire: _____ UFID: _____

Hire Date: _____ FTE: _____ Funding: _____ Supervisor/Dept: _____

Need	N/A	Required Steps and Forms
		UFCD Request to Fill **Dean's signature/approval required prior to offer or posting**
		Employment of Relatives Petition if candidate has relative employed at UFCD (Nepotism) **Dean's signature/approval required prior to offer**
		Background Clearance: First Advantage through myUFL and/or the Background Check Request Form Date submitted: _____ Date cleared: _____
		If First Advantage does not verify required experience, complete additional experience verification form (reference checks, verifying minimum requirements of position)
		Letter of offer for time-limited or regular exempt/non-exempt
		Health Assessment Requirement: Job Duty Forms , Payment Authorization Form Detailed Information: Department Administrators and Employees/New Hires Date cleared: _____ (clearance one day prior to start date)
		Selective Service Verification (for males between the ages of 18-26 years)
		Copy of required License, CPR certification, typing test or other position requirements
		Loyalty Oath (requires notary)
		Emergency Contact Form
		Disclosure of Outside Activities , if required
		Copy of driver's license and Social Security card and other acceptable I-9 documents
		If Hiring a Foreign National: Use the Hiring Foreign Nationals process
		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: _____ (<u>Must enter no later than the first day of hire date</u> to meet E-Verify requirements) Once ePAF approved at level 1, email sent to new employee to complete all hiring paperwork.
		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 https://account.it.ufl.edu/ (prior to requesting email account)
		Contact IT for ticket: email set up, email distribution lists, appropriate UFCD shared drive folder access and software/applications

Sent Welcome/Training Email – Date: _____