

OPS/PostDoc/Grad Assistant Onboarding Checklist

Name of Hire: _____

UFID: _____

Hire Date: _____

Dept.	N/A	Required
		Provide information about enrolling in benefits and FICA alt plan if eligible
		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): 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) DEN002 – UFCD Attendance Policy DEN003 – UFCD Code of Conduct DEN005 – Hand Hygiene DEN006 – Donning and Doffing PPE</p> <p>If employee has axiUm access: PBC809v_OLT – Billing Compliance</p> <p>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</p> <p>OPS Only Additional Required Training: New Employee Orientation (N/A if UF transfer)</p> <p>OPS Only Required In-Person/Zoom Training: UFCD New Staff Orientation (link to sign up sent monthly from DN-HR)</p>
		Review Pro3 Series Training, Supervisory Challenge and other UF Training courses
		Key Distribution form – copy to Dean's Office