# TEAMS/USPS Exempt and Non-Exempt Onboarding Checklist

**Name of Hire:** ___________________________  **UFID:** ______________  **Hire Date:** ____________

<table>
<thead>
<tr>
<th>Dept.</th>
<th>N/A</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Provide information about enrolling in <a href="#">benefits</a> and <a href="#">retirement</a>, within 60 days of hire</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Gator 1/UFID</strong> Badge, order online or call 392-8343 for HSC schedule</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Request appropriate PeopleSoft security roles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact IT for ticket to set up dental email/AxiUm/Epic/Dolphin/MiPACS access</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set up office area and/or lab space prior to employee’s arrival</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtain parking decal through <a href="#">Transportation and Parking Services</a></td>
</tr>
</tbody>
</table>

**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)

- Review [Pro3 Series](#) Training, [Supervisory Challenge](#) and other [UF Training](#) courses

**Key Distribution** form – copy to Dean’s Office