# OPS/PostDoc/Grad Assistant Onboarding Checklist

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<th>Dept.</th>
<th>N/A</th>
<th>Required</th>
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<td>Provide information about enrolling in <a href="#">benefits</a> and FICA alt plan if eligible</td>
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<td><a href="#">Gator 1/UFID</a> 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 <a href="#">Transportation and Parking Services</a></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)*
- 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

**OPS Only**

**Additional Required Training:**
- [New Employee Orientation](#) *(N/A if UF transfer)*

**OPS Only**

**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