

TEAMS Exempt and Non-Exempt Hire Checklist

Requisition #: _____ Position #: _____ Title: _____ 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**
		Check for existing UFID by name/DOB/Social Security # to avoid creating duplicate
		Employment of Relatives if candidate has a relative employed at UFCD (Nepotism) **Dean's signature/approval required prior to offer**
		Background Clearance: HireRight through myUFL and/or the Level 2 Background Check Request Form Date submitted: _____ Date cleared: _____
		If HireRight 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 on letterhead
		Provide employee with parking , benefit and leave information, GatorPerks and other resources
		Health Assessment Requirement: Job Duty Forms , Payment Authorization Form Date cleared: _____ (clearance one day prior to start date)
		Patient Contact, Contact with Human Blood – See Forms
		Clinical Dentistry Bloodborne Pathogens and Biomedical Waste Training in myUFL (Course # EHS855)
		Selective Service Verification (for males between the ages of 18-26 years)
		Copy of required license, current BLS certification card, 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, notarized 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, 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)
		Request Access: Contact IT for email set up, email distribution lists, appropriate UFCD shared drive folder access and software/applications
		Send Welcome/ Training Email and benefit enrollment deadlines
		Enter distribution in Department Budget Table