

**OPS/Student Assistant/Federal Work Study
Hire Checklist**

Requisition #: _____ Title: _____ Hourly Rate: _____ FTE: _____ Funding: _____
Name of Hire: _____ UFID: _____ Hire Date: _____ Supervisor/Dept: _____

***Students may not work more than .50 FTE (total hours), unless stated otherwise on work permit or obtain [Student Hours Extension](#).*

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 employed at UFCD **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: _____
		OPS and Student Assistant Application
		Pay Rate Justification letter (If student assistant's starting pay exceeds \$16.50 per hour)
		FWS Only - Student Work Permit/screenshot of award
		FWS Only - Student Hours Extension form (If student's hours exceed 20 hours a week)
		Letter of offer on letterhead
		Provide employee with Parking , State Benefits information if eligible, GatorPerks and other resources
		Health Assessment Requirement: Job Duty Forms , Payment Authorization Form , complete INOP 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 18-25 years)
		Copy of required License, current BLS certification card, 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 SSN card and/or 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: _____ (Must enter no later than the first day of hire date to meet E-Verify requirements)
		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/ (do 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
		Enter distribution in Department Budget Table