

**Post Doc Associate/Grad Assistant
Hire Checklist**

Name of Hire: _____ UFID: _____ Dept. ID: _____

Salary: _____ Hire Date: _____ Supervisor: _____

Need	N/A	Forms / Required Training
		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
		Disclosure of Relatives 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: _____
		Letter of Offer for Post Doc Associates, Letter of Appointment for Grad Assistants
		Provide employee with parking information, GatorCare Options or GatorGradCare links depending on eligibility, GatorPerks and other resources
		Health Assessment Requirement: Job Duty Forms , Payment Authorization Form , complete INOP Date cleared: _____ (clearance one day prior to start date)
		Clinical Dentistry Bloodborne Pathogens and Biomedical Waste Training in myUFL (Course # EHS855)
		Letter of Transmittal (N/A if Grad Assistant)
		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)
		Disclosure of Outside Activities Form
		Emergency Contact Form
		Original Transcripts (and translations if necessary)
		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, for hires that do not qualify for GatorStart, a new I-9 will need to be created. For those that go through GatorStart, 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