

**Pre/Post Doc Fellow
Hire/Onboarding Checklist**

Name of Hire: _____

UFID: _____

Hire Date: _____

Department: _____

Dept.	Dean's	N/A	Required Steps and Forms
			If Hiring a Foreign National: Use the Hiring Foreign Nationals process
			Memorandum of Understanding
			Health Assessment Requirement: Job Duty Forms INOP form required with Payment Authorization Form Date cleared: _____ (clearance one day prior to start date)
			Patient Contact
			Contact with Human Blood – Bloodborne Pathogen Training in myUFL (Course #EHS850D)
			Animal Contact Form - Renewal exam every three years
			Selective Service Verification (for males between the ages of 18-26 years)
			ePAF initiated in PeopleSoft and attach notarized loyalty oath , statement of appointment, MOU, direct deposit form and emergency contact form
			Set up GatorLink Account http://www.gatorlink.ufl.edu/ This will need to be done prior to requesting email account. (N/A if UF transfer)
			Contact IT for ticket: email set up, email distribution lists, appropriate UFCD shared drive folder access and software/applications
			Set up office area and/or lab space prior to person's arrival and order name plate and business cards, if appropriate
			Required Trainings: PRV801 – HIPAA & Privacy: General Awareness OOC101 – Compliance & Ethics: Doing Your Part for the Gator Good DEN003 – Code of Conduct
			Gator 1/UFID Badge – You will need to request online. Call 273-5044 for HSC schedules
			Obtain parking decal through Transportation and Parking Services