

**Residents/Interns Onboarding Checklist**

Name of Hire: \_\_\_\_\_ UFID: \_\_\_\_\_ Dept. ID: \_\_\_\_\_  
 Hire Date: \_\_\_\_\_ Sal Plan: \_\_\_\_\_ Job Code: \_\_\_\_\_  
 Contact #: \_\_\_\_\_ Stipend: \_\_\_\_\_ Workgroup: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ FTE: \_\_\_\_\_ Foreign National?

SADS	Dean's	N/A	Forms / Required Training
			Letter of Appointment from School of Advanced Dental Sciences (SADS)
			Create Department Associate Affiliation
			Copy of Driver's License and Social Security card or other acceptable I-9 documents
			ePAF initiated in PeopleSoft ( <u>Must enter no later than the first day of hire date</u> to meet E-Verify requirements). Attach notarized Loyalty Oath, I-9 documents, SS card, Driver's License, Offer Letter, and current BLS certification card.
			GatorStart – Complete section 2 of the I-9 in I-9 Management, within 3 days of hire date.
			If Hiring a Foreign National: Use the <a href="#">Hiring Foreign Nationals process</a>
			<a href="#">Loyalty Oath</a> (requires notary)
			<a href="#">Selective Service Verification</a> (for males between the ages of 18-25 years)
			Set up <a href="#">GatorLink Account</a> This will need to be done prior to requesting email account. (N/A only if UF transfer)
			<a href="#">Contact IT</a> for email set up, email distribution lists (DN-Residents), appropriate UFCD shared drive folder access and software/applications
			Health Assessment requirement (SHCC: 392-0627) Date cleared: _____ (clearance one day prior to start date)
			<a href="#">Emergency Contact Form</a>
			Complete <a href="#">Required Training Courses</a> through myUFL: EHS850D – Bloodborne Pathogen Training OOC101 – Compliance & Ethics: Doing Your Part for the Gator Good PRV801 – HIPAA & Privacy: General Awareness GET803 – Maintaining a Safe and Respectful Campus PRV804 – Protecting Social Security Numbers PRV802 – FERPA PBC809v_OLT – Billing Compliance GET807 – The Law and Your Responsibility in Accommodating Students with Disabilities ITT102v – Protecting UF: Information Security Training UFCD 2020 Infection Prevention (search title) Embracing Our Service Culture at UF Health (search title) DEN003 – Code of Conduct
			Provide information about enrolling in benefits within 60 days of hire
			<a href="#">Gator 1/UFID</a> Badge – Department will need to request online. 273-5044 (HSC)
			Obtain parking decal through <a href="#">Transportation and Parking Services</a>
			<a href="#">Key Distribution</a> form – copy to Dean's Office
			Foreign Nationals: upload social security card when received: <a href="#">Employment Data Updates</a>