Salaried and Adjunct (OPS) Faculty Hire Checklist

Position #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Annual Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UFID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Contact Name: \_\_\_\_\_\_\_\_\_\_\_ Dept. Contact #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Dept.** | **Dean’s** | **N/A** | Required Steps and Forms |
|  |  |  | Three Letters of Recommendation or Documentation of Three Reference Checks via Phone |
|  |  |  | Letter of Offer (Approved by Dean’s Office) |
|  |  |  | CV |
|  |  |  | Disclosure of relatives employed at UFCD ([**Nepotism**](http://hr.ufl.edu/wp-content/uploads/forms/recruitment/nepotism.pdf) Letter)  **\*\*Dean’s signature/approval required prior to offer\*\*** |
|  |  |  | If Hiring a Foreign National:  Complete [**Foreign National Tax Information**](http://www.fa.ufl.edu/wp-content/uploads/2012/03/fa-uts-fninfo.pdf) Form and other  Documents from the UF Checklist Academic Personnel  **Hire will not go through GatorStart, all paperwork must be filled out and attached to ePAF.** |
|  |  |  | Original transcripts of all Dental degrees(translations and equivalencies if necessary) |
|  |  |  | Copy of driver’s license and Social Security card or other acceptable I-9 documents |
|  |  |  | [**Background Check Screening Request Form**](http://hr.ufl.edu/manager-resources/recruitment-staffing/recruitment-resources/background-screening-request/)  Date cleared:\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | **[Emergency Contact Form](http://hr.ufl.edu/wp-content/uploads/forms/recruitment/emergency.pdf)** |
|  |  |  | [**Health Assessment/HAMS**](http://www.ehs.ufl.edu/programs/occmed/forms/) requirement (SHCC: 392-0627)  Date cleared: \_\_\_\_\_\_\_\_ **(clearance one day prior to start date)**  Attach to ePAF once cleared. (Department) |
|  |  |  | [**HIPAA Release**](http://shcc.ufl.edu/files/2011/09/CLG-073A.pdf) Form  (Employee completes and takes to HAMS appointment) |
|  |  |  | [**Patient Contact**](http://shcc.ufl.edu/files/2011/09/WMC-001.pdf)Form (Employee completes and takes to HAMS appointment if they have patient contact) |
|  |  |  | Contact with [**Human Blood**](http://webfiles.ehs.ufl.edu/TNV.pdf) Form (Employee completes and takes to HAMS appointment if have contact with human blood) |
|  |  |  | [**Bloodborne Pathogen Training**](https://elearning2.courses.ufl.edu/portal/site/f04f62d1-fadf-44a9-a9ec-9f55b3028806/page/ca8437d0-dd82-43d1-8986-4c5973919490) |
|  |  |  | Copy of CPR/BLS or ACLS card (if clinical) |
|  |  |  | Copy of Dental License/or submit application for Teaching Permit |
|  |  |  | NPI Number |
|  |  |  | DEA Number for Clinical Faculty |
|  |  |  | Copy of board certificate (if board certified in specialty) |
|  |  |  | Copy of Sedation Certificate (Oral Surgery, Pedo, Perio only) |
|  |  |  | [**Animal Contact**](http://webfiles.ehs.ufl.edu/ACForm.pdf)Form (if applicable)  (Renewal exam every three years) |
|  |  |  | [**ePAF**](http://hr.ufl.edu/training/myUFL/instructionguides/Hiring%20at%20UF.pdf) initiated in PeopleSoft, Attach first page of loyalty oath (4 in 1 form), I-9 documents (SS card, Driver’s License), offer letter, background results, emergency contact forms and other forms required on [**New Hire Checklist – Academic Personnel**](http://hr.ufl.edu/wp-content/uploads/forms/academic/NewHireAcademicPersonnelChecklist.pdf). Once ePAF approved at level 1, GatorStart email sent to new employee to complete hiring paperwork. |
|  |  |  | [**Confidentiality Statement**](http://privacy.health.ufl.edu/confidential/) |
|  |  |  | [**Code of Conduct**](https://apps.dental.ufl.edu/intranet/ZF/DocumentAcceptance) |
|  |  |  | [**Disclosure of Outside Activities**](http://www.generalcounsel.ufl.edu/downloads/coi_appendices/AppendixB2.pdf) Form (if applicable) |
|  |  |  | [**4 in 1 form**](http://hr.ufl.edu/wp-content/uploads/forms/recruitment/fourinone.pdf)(requires notary) |
|  |  |  | HIPPA Training (PRV801) |
|  |  |  | Sexual Harassment Training |
|  |  |  | Protecting Social Security Numbers Training (PRV804) |
|  |  |  | FERPA Basics (PRV802) |
|  |  |  | Review Training, [**Supervisory Challenge**](http://hr.ufl.edu/learn-grow/leadership-development/managing-at-uf-the-supervisory-challenge/courses/) Training and other [**UF Training**](http://hr.ufl.edu/training/training_page/training_courses.asp) courses *(n/a for Adjunct)* |
|  |  |  | Enroll in mandatory UF and UFCD New Faculty Orientation |
|  |  |  | Schedule meeting with *Christina Perez*  Enroll in UF Benefits within 60 days of hire and Retirement within 90 days *(n/a for Adjunct)* |
|  |  |  | [**Gator 1/UFID**](http://www.bsd.ufl.edu/G1C/IdCard/pdfFiles/Staff_Faculty_Authorization_Form_20090806.pdf)Badge (Request online) (Department)  Call 273-5044 for HSC schedule |
|  |  |  | Update UFCD Database: credentials, Visa, DEA, NPI, Teaching permit or license |
|  |  |  | Request appropriate PeopleSoft security roles |
|  |  |  | Obtain parking decal through [**Transportation and Parking**](http://parking.ufl.edu/) Services (Department) |
|  |  |  | Schedule portrait appointment with [**UF Photography**](http://www.urel.ufl.edu/production/photography/) (or, department may take digital photo)*(n/a for Adjunct)* |
|  |  |  | Set up office area and/or lab space prior to employee’s arrival and order name plate and business cards (Department) |
|  |  |  | Link employee’s “Network Managed By” field to correct Department ID in UF Directory |
|  |  |  | Set up [**GatorLink**](http://www.gatorlink.ufl.edu/)Account (N/A only if UF transfer) |
|  |  |  | [**Contact**](https://helpdeskuf.shands.ufl.edu/login) IT for ticket to set-up an email account and email distribution lists (Department) |