

New Hire Checklist—TEAMS and OPS General/Student

Use this checklist to ensure all necessary paperwork for the pay plan into which the applicant is being hired has been completed. Complete only as indicated:

R—Required **A—If Applicable** **O—Optional** —Not Required





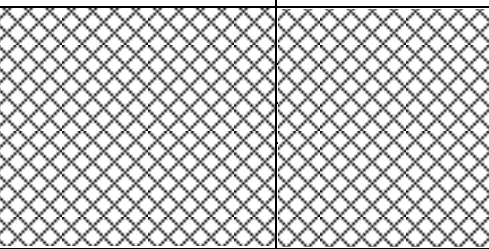
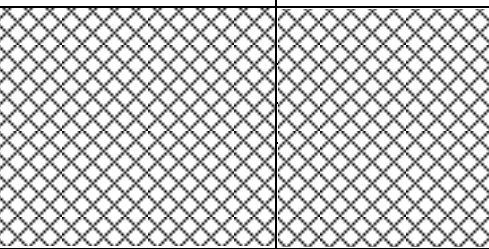


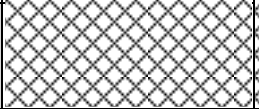
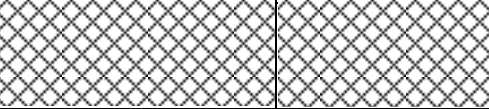
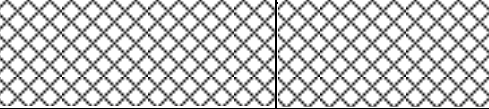
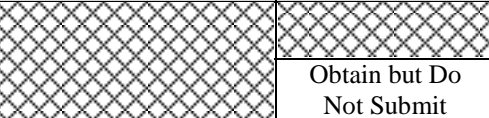
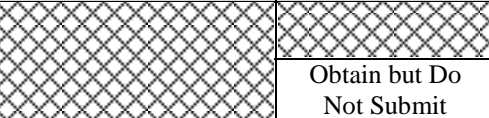


Please route a completed checklist along with the appropriate paperwork to your level 1 approver. He or she will review the forms and ePAF transaction and send to the appropriate core office.

Date Completed: _____ Recruiter’s Name (If applicable): _____ ePAF #: _____

New Hire’s Name: _____ EmplID (UFID): _____

Department: _____ Dept. Contact Name: _____

Dept. Contact Phone: _____ Dept. Contact E-Mail: _____

✓	Paperwork	TEAMS Exempt	TEAMS Nonexempt	General OPS—Nonexempt/Exempt	Student OPS
<input type="checkbox"/>	I-9 with Supporting Documents (Federal law requires this be completed on or before the employee’s first day of employment)	R	R	R	R
<input type="checkbox"/>	W-4 with Copy of Social Security Card (or ITIN#) OR W-9 with Copy of Social Security Card	R	R	R	R
<input type="checkbox"/>	Direct Deposit Form	R	R	R	R (O for FWS)
<input type="checkbox"/>	Four-in-One Form (Loyalty Oath, etc.)	R	R	R	R
<input type="checkbox"/>	Veteran Status Survey	R	R	R	R
<input type="checkbox"/>	Letter of Offer	R	O		
<input type="checkbox"/>	Signed Application for TEAMS employees	R	R		
<input type="checkbox"/>	Signed Copy of OPS Application			R	R
<input type="checkbox"/>	Education and Experience Verification Form	R	R		
<input type="checkbox"/>	Notice of Appointment (Contract)	R			
<input type="checkbox"/>	Resume	R			
<input type="checkbox"/>	Retirement Plan Acknowledgement	If ORP Eligible Submit to UF Retirement, PO Box 115005			
<input type="checkbox"/>	Child Labor Law Certification and Medical Release Form for Minor (under age 18)	A	A	A	A
<input type="checkbox"/>	Criminal Background Check	A	A	A	A
<input type="checkbox"/>	Driver’s License (Copy)	A	A	A	A
<input type="checkbox"/>	Emergency Contact	O	O	O	O
<input type="checkbox"/>	Health Assessment (Completed Online)	A	A	A	A
<input type="checkbox"/>	Licenses, Other Applicable	A	A	A	A
<input type="checkbox"/>	Nepotism—Approved Waiver	A	A	A	A
<input type="checkbox"/>	Selective Service Registration (Male, 18-25)	R—for males, 18-25, US citizen or perm res alien	R—for males, 18-25, US citizen or perm res alien	R—for males, 18-25, US citizen or perm res alien	R—for males, 18-25, US citizen or perm res alien
<input type="checkbox"/>	Special Status Letter (Time-Limited or Temporary)	A	A		
<input type="checkbox"/>	Work Permit				
If Hiring a Foreign National					
<input type="checkbox"/>	Submit Foreign National Information Form to Tax Services to Generate Windstar Packet. Submit Forms Generated to Appropriate Core Office	R	R	R	R
<input type="checkbox"/>	I-20 (F1 Visa), DS-2019 (J1 Visa), or 1-797 & Labor Condition Application (H-1B)	R	R	R	R