

## New Employee Checklist

Welcome to the University of Florida! This checklist is designed to provide you with some guidelines for your employment at UF. Your supervisor or a person designated by your supervisor will work with you on completing the items listed below. We are glad you are here!

### Prior to First Day:

- Confirm arrival time for first day at work
- Confirm work days and hours
- Know where to park and if a parking decal is required
- Familiarize self with dress code/uniform distribution for department
- Download and complete "upon hire forms" from NEO page
- Know when, where, and to whom to report for first day of work
- Visit New Employee web page at [www.hr.ufl.edu/training/neo](http://www.hr.ufl.edu/training/neo)

### First Day/First Week

- Obtain Gator 1 Card
- Obtain a GatorLink ID and password
- Sign up for New Employee Orientation
- Sign up for Benefits Enrollment for Faculty and Staff
- Sign up for Sexual Harassment Training
- Review Time Reporting Procedures
- Purchase a parking decal (if necessary)
- Sign up for "direct deposit" (fax to 846-0166)
- Review job responsibilities and expectations
- Review any necessary office supplies and order if necessary
- Read *Employee Handbook*. You are responsible for all information in the handbook. It is available at [www.hr.ufl.edu/policies](http://www.hr.ufl.edu/policies)
- Review phone number and phone system training
- Obtain office keys or other security requirements

### First month

- Complete benefits enrollment
- Complete retirement enrollment
- Review and clarify performance objectives with supervisor
- Know and understand department/university things to do in an emergency. This includes a fire drill, evacuation, etc.
- Enroll in new employee elective workshops at [www.hr.ufl.edu/training](http://www.hr.ufl.edu/training)
- Have Fun, and Welcome to The Gator Nation!