

New Hire Checklist—Academic Personnel

Use this checklist to ensure all necessary paperwork has been completed by applicant being hired based on applicable salary plan.

| | | |
|--------------------------|-----------------------|---------------|
| New Hire's Name: _____ | UFID: _____ | ePAF #: _____ |
| Department: _____ | Dept. Contact: _____ | |
| Dept. Phone/Email: _____ | Date Completed: _____ | |

Complete only as indicated:

R – Required

G – Completed Through GatorStart*

A – If Applicable

X – Not Required

*GatorStart is not sent to Foreign Nationals, Fellows or current employees. Please complete the necessary paper forms for these types of new hires/transfers.

| Paperwork/ Completed | Salaried Faculty | OPS Faculty (Adjunct) | Post-Doctoral Associates | Graduate Assistants | House Staff | Pre- and Post-Doc Fellows |
|--|------------------|-----------------------|--------------------------|---------------------|-------------|---------------------------|
| New Hire Demographic Form | X | X | X | X | X | X |
| I-9 (Federal law requires completion on or before the employee's 1st day of employment) | G | G | G | G | G | X |
| W-4 OR W-9 | G | G | G | G | G | X |
| Direct Deposit Form | G | G | G | G | G | R |
| EEO Survey (Page 2 of Four-in-One Form) | G | G | G | G | G | X |
| Veteran's Survey (Page 2 of Four-in-One Form) | G | G | G | G | G | X |
| Voluntary Self-Identification of Disability | G | G | G | G | G | X |
| Benefits and Retirement (On Offer Letters if required and/or contact benefits@ufl.edu) | G | G | G | G | G | X |

✓ Paperwork/ Completed

| | Salaried Faculty | OPS Faculty (Adjunct) | Post-Doctoral Associates | Graduate Assistants | House Staff | Pre- and Post-Doc Fellows |
|---|----------------------|-----------------------|--------------------------|---------------------|-----------------|---------------------------|
| <u>Disclosure of Outside Activities and Financial Interests</u> *If employee checks Box 2 in GatorStart, have them complete the linked form | G/A* | A | A | A | A | X |
| <u>Florida Retirement System Certification Form</u> | G | G | G | G | G | X |
| <u>Marketplace Acknowledgment Form</u> | G | G | G | G | G | X |
| I-9 Supporting Documents (<u>List of Acceptable Documents</u>) | R | R | R | R | R | X |
| Complete I-9 Section 2 and E-Verify (Federal law requires completion within 3 business days of employment; process in I-9 Management) | R | R | R | R | R | X |
| Social Security Card (copy) (If not used for Section 2 of I-9, must still obtain for tax purposes) | R | R | R | R | R | X |
| Notarized Loyalty Oath and Intellectual Property (Page 1 of <u>Four-in-One Form</u>) | R | R | R | R | R | R |
| Degree Confirmation | R | R | R | X | X | X |
| Official Transcripts (no copies) | R | R | R | X | X | X |
| Cover Letter and Letter of Offer | R | R | R | R* *LOA Only | R* *LOA Only | X |
| Resume or CV | R | R | R | X | X | X |
| Letter of Transmittal | R- If Not Advertised | R | R- If Not Advertised | X | X | X |
| Three Letters of Recommendation or Documentation of Three Reference Checks via Phone | R- If Advertised | X | R- If Advertised | X | X | X |

✓ Paperwork/ Completed

| | Salaried Faculty | OPS Faculty (Adjunct) | Post-Doctoral Associates | Graduate Assistants | House Staff | Pre- and Post-Doc Fellows |
|---|------------------|-----------------------|--------------------------|---------------------|-------------|---------------------------|
| Completed "Faculty Recruitment Compliance Report" has been submitted to EEO Office, PO Box 115110 *Required only if applications were accepted outside of Careers at UF | R* | X | X | X | X | X |
| <u>Memo of Understanding</u> | X | X | X | X | X | R |
| Contracts and Grants forms *Only required for T-32 grants. Contact C&G for forms | X | X | X | X | X | A* |
| <u>Selective Service Registration</u> *Male, 18-25 US Citizens or permanent resident aliens | R* | R* | R* | R* | R* | R* |
| <u>Criminal Background Check</u> | R | A | A | A | A | X |
| <u>Emergency Contact</u> | X | X | X | X | X | X |
| Driver's License (Copy) | A | A | A | A | A | X |
| <u>Health Assessment</u> | A | A | A | A | A | X |
| <u>HR 600</u> | A | A | A | X | X | X |
| Licenses, Other Applicable | A | A | A | A | A | X |
| <u>Nepotism---Approved Waiver</u> | A | A | A | A | X | X |
| Submit Foreign National Information Form to Tax Services to Generate Windstar Packet. Submit Forms Generated to Appropriate Core Office | R | R | R | R | R | R |
| <ul style="list-style-type: none"> • I-20 + F1 Visa, • DS-2019 + J1 Visa, • 1-797/I-94 + H1B/O1 visa, • I-94 + TN visa (Canadian/Mexican), or • EAD (work permit) + visa | R | R | R | R | R | R |

Last Updated: May 30, 2018