

# New Hire Checklist—TEAMS and OPS

## General/Student

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. For foreign nationals, manually complete the forms typically done through GatorStart (labeled "G").

**Paperwork/ Completed**

	TEAMS Exempt	TEAMS Non-Exempt	General OPS- Non-Exempt /Exempt	Student OPS
<u>New Hire Demographic Form</u>	X	X	X	X
<u>I-9</u> (Federal law requires completion on or before the employee's <b>1st</b> day of employment)	G	G	G	G
<u>W-4 OR W-9</u>	G	G	G	G
<u>Direct Deposit Form</u>	G	G	G	G (O for FWS)
EEO Survey (Page 2 of <u>Four-in-One Form</u> )	G	G	G	G
Veteran's Survey (Page 2 of <u>Four-in-One Form</u> )	G	G	G	G
<u>Voluntary Self-Identification of Disability</u>	G	G	G	G
Benefits and Retirement (On Offer Letters if required and/or contact <a href="mailto:benefits@ufl.edu">benefits@ufl.edu</a> )	G	G	G	G

✓ Paperwork/ Completed

	TEAMS Exempt	TEAMS Non-Exempt	General OPS- Non-Exempt /Exempt	Student OPS
<u>Disclosure of Outside Activities and Financial Interests</u> *If employee checks Box 2 in GatorStart, have them complete the linked form	G/A*	G/A*	A	A
<u>Florida Retirement System Certification Form</u>	G	G	G	G
<u>Marketplace Acknowledgment Form</u>	G	G	G	G
I-9 Supporting Documents ( <u>List of Acceptable Documents</u> )	R	R	R	R
Complete I-9 Section 2 and E-Verify (Federal law requires completion within <b>3</b> business days of employment; process in <b>I-9 Management</b> )	R	R	R	R
Social Security Card (copy) (If not used for Section 2 of I-9, must still obtain for tax purposes)	R	R	R	R
Notarized Loyalty Oath and Intellectual Property (Page 1 of <u>Four-in-One Form</u> )	R	R	R	R
<u>Selective Service Registration</u> *Male, 18-25 US citizens or permanent resident aliens	R*	R*	R*	R*
Signed <u>OPS and Student Assistant Application</u> (If employee applied through Careers at UF, a copy of the application must be attached to the ePAF)	X	X	R	R
Resume or CV (If not required on job posting and not provided, the Careers at UF application must be attached)	R	R	X	X
<u>Letter of Offer – Exempt</u> <u>Letter of Offer – Non-Exempt</u> <u>Letter of Offer – Time Limited Exempt</u> <u>Letter of Offer – Time Limited Non-Exempt</u>	R	R	X	X

✓ Paperwork/ Completed

	TEAMS Exempt	TEAMS Non-Exempt	General OPS- Non-Exempt /Exempt	Student OPS
Education Verification (If R&S is unable to verify education, it will be the prospective employee's responsibility to provide documentation verifying education)	R	R	X	X
<u>Experience Verification Form</u>	A	A	X	X
<u>Criminal Background Check</u>	R	R	A	A
<u>Child Labor Law Certification and Medical Release Form for Minor (under age 18) Parental/Guardian Authorization</u>	A	A	A	A
Driver's License (Copy)	A	A	A	A
Approved <u>HR 600</u>	A	A	A	A
<u>Health Assessment</u> (Completed Online)	A	A	A	A
Licenses, Other Applicable	A	A	A	A
<u>Nepotism—Approved Waiver</u>	A	A	A	A
Work Permit	X	X	X	Obtain- Do Not Submit

**If Hiring a Foreign National**

\*GatorStart is not sent to Foreign Nationals, In addition to the steps below, please manually complete the forms typically done through GatorStart (labeled "G").

Submit Foreign National Information Form to Tax Services to Generate Windstar Packet. Submit Forms Generated to Appropriate Core Office	R	R	R	R
I-20 + F1 Visa), DS-2019 + J1 Visa, 1-797/I-94 + H1B/O1 visa, I-94 + TN visa (Canadian/Mexican), or EAD + visa (work permit)	R	R	R	R

Last Updated: May 30, 2018