

Paperwork/ Completed

	Salaried Faculty	OPS Faculty (Adjunct)	Post-Doctoral Associates	Graduate Assistants	House Staff	Pre- and Post-Doc Fellows
<input type="checkbox"/> <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
<input type="checkbox"/> <u>Florida Retirement System Certification Form</u>	G	G	G	G	G	X
<input type="checkbox"/> <u>Marketplace Acknowledgment Form</u>	G	G	G	G	G	X
<input type="checkbox"/> I-9 Supporting Documents (<u>List of Acceptable Documents</u>)	R	R	R	R	R	X
<input type="checkbox"/> Complete I-9 Section 2 and E-Verify (Federal law requires completion within <u>3</u> business days of employment; process in I-9 Management)	R	R	R	R	R	X
<input type="checkbox"/> 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
<input type="checkbox"/> Notarized Loyalty Oath and Intellectual Property (Page 1 of <u>Four-in-One Form</u>)	R	R	R	R	R	R
<input type="checkbox"/> Degree Confirmation	R	R	R	X	X	X
<input type="checkbox"/> Official Transcripts (no copies)	R	R	R	X	X	X
<input type="checkbox"/> Cover Letter and Letter of Offer	R	R	R	R* *LOA Only	R* *LOA Only	X
<input type="checkbox"/> Resume or CV	R	R	R	X	X	X
<input type="checkbox"/> Letter of Transmittal	R- If Not Advertised	R	R- If Not Advertised	X	X	X
<input type="checkbox"/> Three Letters of Recommendation or Documentation of Three Reference Checks via Phone	R- If Advertised	X	R- If Advertised	X	X	X

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<input type="checkbox"/> Completed " Faculty Recruitment Compliance Report " has been submitted to EEO Office, PO Box 115110 <small>*Required only if applications were accepted outside of Careers at UF</small>	R*	X	X	X	X	X
<input type="checkbox"/> Memo of Understanding	X	X	X	X	X	R
<input type="checkbox"/> Contracts and Grants forms <small>*Only required for T-32 grants. Contact C&G for forms</small>	X	X	X	X	X	A*
<input type="checkbox"/> Selective Service Registration <small>*Male, 18-25 US Citizens or permanent resident aliens</small>	R*	R*	R*	R*	R*	R*
<input type="checkbox"/> Criminal Background Check	R	A	A	A	A	X
<input type="checkbox"/> Emergency Contact	X	X	X	X	X	X
<input type="checkbox"/> Driver's License (Copy)	A	A	A	A	A	X
<input type="checkbox"/> Health Assessment	A	A	A	A	A	X
<input type="checkbox"/> HR 600	A	A	A	X	X	X
<input type="checkbox"/> Licenses, Other Applicable	A	A	A	A	A	X
<input type="checkbox"/> Nepotism---Approved Waiver	A	A	A	A	X	X
<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	R	R
<input type="checkbox"/> <ul style="list-style-type: none"> • I-20 (F1 Visa), • DS-2019 (J1 Visa), • 1-797/I-94 (H1B-O1), • TN/I-94 (Canadian/Mexican), or • EAD (work permit) 	R	R	R	R	R	R