

The following are actions hiring departments may need to take while assisting a new employee in their onboarding process.

To access GatorStart:
Click [Main Menu](#) > [Departmental Administration](#) > [GatorStart](#) > [GatorStart Onboarding Web Manager and I-9 Management](#)

1. **Look up An Employee:** Choose [Search Employees](#) from the WebManager Menu, then type in the employees first and last name (the last four of the SSN is optional).
 - To see the individual's details, click on the employee's name to open the GatorStart packet. Once open, you can see their information and view their completed forms.

2. **Review Current State of the GatorStart Packet:** Lookup an employee in GatorStart and the current state of the packet is available on the far-right column.

Name / Social Security Number	Location / Position	Creation Method / Creation Date	Start Date / Status
Alligator, Alberta XXX-XX-1232	28050000VM-PHY SCI UFL	Batch 07/05/2023 03:43 PM	07/06/2023 New Hire Documents Complete

3. **Reset Password:** If the social security number or date of birth for the new employee is updated in the GatorStart packet, the hiring department will need to click on the **Reset Password** button to reset the employee's password to reflect the change. The information must also be updated in myUFL system.
 - Resetting the password also frequently fixes login difficulties. An employee's password will be composed of the employee's last four digits in their social security number (or Temp ID if they are a foreign national) and the four-digit year of the employee's birth.
4. **Resend Invitation:** An invitation can be resent to a new employee anytime by clicking on the **Resend Invitation** button. When updating the new employee's email address in the GatorStart packet, the hiring department will need to click on the **Resend Invitation** button to email a GatorStart invitation to the updated email address.
5. **Cancel Packet:** If the hiring department needs to cancel a packet, please contact UFHR Employment Operations & Records at ufhr-employment@ufl.edu

The screenshot displays the GatorStart interface for a hiring department. On the left is a dark sidebar with a 'WebManager Menu' containing options like 'Search Employees', 'Workflow Summary', 'Create Packet', 'User Management', 'I-9 Management', 'Document Management', and 'Exports'. The main area is titled 'Summary' and shows details for an employee named 'Alligator, Alberta S'. The 'Employee Info' section lists fields: Reference ID (8847843), Login ID (aali), Social Security Number (XXX-XX-1232), Full Name (Alligator, Alberta S), Date of Birth (XX/XX/1977), and Street Address (2495 NW 4 ST). To the right of this section is a vertical stack of blue action buttons: 'Edit Packet', 'Reset PIN', 'Take Action', 'Resend Invitation', 'Print ACA', and 'Cancel Packet'. Orange callout circles with numbers 3, 4, and 5 point to the 'Reset PIN', 'Resend Invitation', and 'Cancel Packet' buttons respectively. At the top of the main area, there's a 'COMPLIANCE CENTER' header and a 'Return to Search Employees' button. The bottom of the page shows the 'EQUIFAX' logo and 'University of Florida ACTIVE DIVISION University of Florida' text.

Field	Value
Reference ID	8847843
Employee Info	
Login ID	aali
Social Security Number	XXX-XX-1232
Full Name	Alligator, Alberta S
Date of Birth	XX/XX/1977
Street Address	2495 NW 4 ST

6. **Change Employee Information:** Hiring departments can edit the new employee's **Personal Information** section prior to the individual completing that section of the GatorStart packet. This includes correcting the new employee's social security number, legal name, date of birth, physical address, phone number, email, start date, and department number. Please note any changes made to the **Personal Information** section in GatorStart must also be updated in myUFL.
 - Certain sections of the employees' **Personal Information** have character limits that prevent employees from continuing their packet. The apartment number section has a 5-character limit, the middle initial has a 1-character limit, and the ZIP code section has a 10-character limit.
7. **Reviewing Onboarding Documents in GatorStart:** From the **Documents** tab, click on each individual document title to see that employee's completed form. Please note, the FRS form can be reviewed once it is completed by the employee to confirm their retirement/distribution status.
8. **Review the Status of Individual Documents:** A checkmark in the **EC** (Employee Completed) column for the document indicates the employee completed that document. In the EC column, if a document is unchecked, then that document still needs to be completed.
9. **Printing Onboarding Documents in GatorStart:** From the **Documents** tab, click on the far-right white box in the gray row to select all the documents in the column, or click the white boxes next to the documents needed, and then click **Print Checked**. Please note, it may be faster to print out the individual documents in lieu of the entire packet at once.

Equifax COMPLIANCE CENTER Username

Summary University of Florida
ACTIVE DIVISION University of Florida

Alligator, Alberta [Return to Search Employees](#)

Packet Information Documents Tasks Notes Workflow History Activities **9.**

EC=Employee Completed, MC=Manager Completed **8.** [Print Checked](#)

	EC	MC	Action	
Welcome to the University of Florida	<input type="checkbox"/>		View	<input type="checkbox"/>
Personal Information	<input type="checkbox"/>		View	<input type="checkbox"/>
E-Signature	<input type="checkbox"/>		View	<input type="checkbox"/>
I-9 Employment Eligibility Verification	<input type="checkbox"/>	<input type="checkbox"/>	View	<input type="checkbox"/>
State Residency Information	<input type="checkbox"/>		View	<input type="checkbox"/>
Tax Withholding Forms (IW4)	<input type="checkbox"/>			
W-2 Consent	<input type="checkbox"/>		View	<input type="checkbox"/>
Direct Deposit	<input type="checkbox"/>		View	<input type="checkbox"/>

6. **7.**

10. **Review Activity Timestamps:** Click on the [Activities](#) tab to review the last section of the onboarding paperwork worked on by the employee. In this section you can view the timestamps for the activities completed in the packet.

Equifax COMPLIANCE CENTER Username

Summary University of Florida
ACTIVE DIVISION University of Florida

Alligator, Alberta [Return to Search Employees](#)

Packet Information Documents Tasks Notes Workflow History Activities **10.**

Activity	User	Date/Time
W-4 Saved	Alligator, Alberta	07/06/2023 1:25 PM
Help Resources Saved	Alligator, Alberta	07/06/2023 1:25 PM
I-9 Employment Eligibility Verification Saved	Alligator, Alberta	07/06/2023 1:25 PM
E-Signature Saved		07/06/2023 12:05 PM
Help Resources Saved		07/06/2023 12:15 PM