

Hiring During COVID-19 at the University of Florida

College/Unit Extends Written Offer

- Once the employee accepts the position, ask them to complete the demographic form to enter the Hire ePAF
- Discuss the tentative start date and alternative start date if needed (start dates should align with the beginning of the pay period when possible)
- Communicate with the employee that the pre-employment screening includes:
 - Education
 - Experience
 - Criminal background
 - COVID-19 Questionnaire
 - Other pre-employment screenings, if required

Best Practice! It is critical to let the new employee know to be on the lookout for email communication from the university, to prevent any delay on their start date.

Hire ePAF is Originated

- Enter the hire ePAF as soon as possible to give the new employee sufficient time to create their Gatorlink and be contacted to complete the COVID-19 questionnaire
- If the new hire ePAF is entered for the purpose of generating the Gatorlink invitation and it is not complete, add the following comment:
 - *ePAF generated to trigger COVID-19 screening, please recycle*

GatorLink is Created by New Hire

- Inform the new employee an email invitation to create their Gatorlink account will be sent to their personal email address and provide them their UFID number
- If they have issues receiving their Gatorlink email invitation, visit: <http://identity.it.ufl.edu/process/gatorlink/create-account/> to resend the invitation

UFHR Generates Pending Hire & New Hire is Contacted for COVID-19 Screening

- Pending Hire Report is generated every Monday (excluding holidays)
- The new hire pending report will include hires with effective date of 7 days or less

Best Practice! Review the Remote Work File for an update on the clearance for campus status of employees.

New Hire Completes Screening (opts in for Testing)

- COVID-19 Screening email is sent to UF email address
- New hire will be asked to answer a questionnaire within 48 hours of receipt
- New hire opts to test and selects appointment time block

UF Health Notifies UF and New Hire of Clearance

- UF Health provides clearance notification to UFHR
- Level I Approvers view clearance in the Remote Work File
- UF Health provides results to new employee
- Hiring Department confirms with new employee start date on campus

Employment Operations & Records Approves ePAF

- New hires must complete the COVID-19 screening and be cleared to return to campus prior to physically being on UF premises.
- To review a new hire's clearance to return to campus, visit the UF Remote Work file.
 - my.ufl.edu navigation: Main Menu > Human Resources > Workforce Administration > Job Information > UF Remote Work
 - Required Security to access the file in myUFL: UF_EPAF_Department Admin -OR- UF_EPAF_Level 1 Approver *Note!* Academic letters (Faculty and graduate assistants) will not change start effective dates.