Dear **Name**:

Congratulations on your appointment the University of Florida!

To expedite the onboarding process please complete the following as soon as possible:

* The [New Hire Demographic Form](https://hr.ufl.edu/wp-content/uploads/2018/04/demographic_form.pdf) to obtain essential information to enter your new appointment in the University of Florida’s myUFL system. If the form contains your SSN, please let me know so I can set a secure method of transmission as email should not be used per UF policy.
* You will also receive two emails:
  + A message from the Foreign National Information System, a secure electronic portal where you will enter information used to generate tax forms needed for your appointment at UF. Please watch for an email invitation with the subject line: **University of Florida: Access for FNIS system**.
  + A message from GatorStart, the university’s onboarding platform to complete new hire paperwork.

We look forward to receiving your response and having you as a member of the Gator community!

Please let me know if you have any questions.

Thank you,

**Name**

**Title**

**Email**

**Phone**