9. **For Foreign National**

Review [Hiring Foreign Nationals With or Without an SSN](#) for instructions and link to forms (such as Foreign National Tax Information form) to begin process

Send the following documents to the new hire for completion:

- **Professional Liability Questionnaire** (for employees with clinical responsibilities)
- Request copy of [Florida License verification](#) (for employees with clinical responsibilities)

If background screening is required, please gather necessary information (name, date of birth, etc.) from new hire and complete

- **Background Screening Request Form** (employee should complete information regarding residency, maiden name, SS#, Date of Birth)

10. When documents are returned to the department, forward the Foreign National Tax Information Form to Tax Services so they can return the Windstar forms as quickly as possible to the department. Have the new hire complete Windstar forms as indicated (may include W-9).

11. When documents are returned to the department, complete background screening request online (should give enough time for results prior to begin date): [Background Screening Request Form](#)

12. Forward completed Professional Liability Questionnaire to the [Self Insurance Program](#) (if applicable)

13. Forward pertinent documents to the [Credentialing and Provider Enrollment Office](#) (if applicable)


15. Applicants should be dispensed IF the position was posted in Careers at UF

16. Department should enter the ePAF, choosing the correct Student Assistant or OPS [job code](#) and include a brief description of job duties in the comments section of the ePAF and attach the following:
   - Review [New Hire Checklist – TEAMS and OPS General/Student](#) and attach indicated forms
   - Disclosure of Outside Activities and Financial Interests Acknowledgement - [go to](#) [https://report.coi.med.ufl.edu/researcher/welcome](https://report.coi.med.ufl.edu/researcher/welcome) and complete the College of Medicine online form
   - Copy of Florida License (for employees with clinical responsibilities)
   - Form I-9 (sections 1 & 2 should be complete) with copies of supporting documents supplied
   - Print screen from OIG exclusions database

17. On or before the employee’s first day of work:
   - The employee must complete Section 1 of Form I-9 (if employee does not have social security number yet, can remain blank until received)
   - Upload completed paper Form I-9 to I-9 Management, instructions can be found at: [http://training.hr.ufl.edu/instructionguides/introducing_gatorstart/completing_section2_i9.pdf](http://training.hr.ufl.edu/instructionguides/introducing_gatorstart/completing_section2_i9.pdf)

Updated 7/18/18
All compliance deadlines apply to paper process (even if employee has not received social security card), including uploading to E-Verify within 3 days of the employee’s start date

- Assist employee with parking arrangements as necessary
- Department should schedule employee for health assessment as required

18. COM-HR will review ePAF, confirm completion of required documents and approve at Level 1

19. Level 2 (UFHR) will review and confirm completion of required documents before finalizing approval of ePAF

20. After UFHR approves hire and employee record is complete in Job Data
   a. Have employee complete “HIPAA” course and confidentiality statement (within 10 days of begin date)
   b. Have employee complete “Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention” course (GET803)
   c. Direct employee to review eligibility for benefits online at https://benefits.hr.ufl.edu/my-benefits/
   d. Schedule for other training as appropriate for job responsibilities
   e. Request security as appropriate from department DSA
   f. Assist employee with obtaining Gator1 ID and COM Overlay badges