13. (Continued) For US citizen or permanent resident

- Request copy of official transcript for highest degree (If the Department has not received the transcripts before submitting hire ePAF, they should ALSO request and attach a degree confirmation from the recruiter or a NACES member)
- Professional Liability Questionnaire (for postdocs with clinical responsibilities)
- Request copy of Florida Medical License (for postdocs with clinical responsibilities)
- Complete electronic Background Screening Request Form (department must gather information regarding residency, maiden name, SS#, Date of Birth, etc.). Submit timely to receive results prior to begin date

14. Forward completed Professional Liability Questionnaire to the Self Insurance Program (if applicable)

15. Forward pertinent documents to the Credentialing and Provider Enrollment Office and complete any required Managed Care Enrollments (if applicable)

16. Department should enter the hire ePAF and attach the below documents, including the education verification form with NACES certification when required. This will cause the system to generate a GatorStart email requesting completion of additional documents for hire.

   - Review New Hire Checklist-Academic Personnel and include forms on checklist that are NOT indicated as GatorStart.
     - Disclosure of Outside Activities and Financial Interests Acknowledgement - Please make sure to tell the employee if they have outside activities DO NOT complete the form in GatorStart, go to https://report.coi.med.ufl.edu/researcher/welcome and complete the College of Medicine online form instead
   - Signed letter of offer
   - Transaction Information Form (TIF)
   - Copy of Florida Medical License verification (for postdocs with clinical responsibilities)
   - Copy of official transcript for highest degree or if the transcripts are not received before submitting hire ePAF, attach a degree confirmation from the recruiter or a NACES member
   - Copy of Florida Medical License (for postdocs with clinical responsibilities)
   - Print screen from OIG exclusions database

17. On or before the employee’s first day of work:

   - Confirm completion of the GatorStart packet for a new hire. Navigation: MyUFL > Main Menu > UF Departmental Administration > GatorStart > GatorStart Onboarding Web Manager and I-9 Management. The new employee must complete GatorStart packet (and/or Distance Hire Form I-9) on or before first day of work
   - If Distance Hire Form I-9 is completed, upload completed paper Form I-9 to I-9 Management; do not E-Verify the electronic Form I-9 completed through GatorStart (http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creating-a-uf-appointment/form-i-9/#distancei9). All compliance deadlines apply to paper process, including uploading to E-Verify within 3 days of the employee’s start date
   - Assist employee with parking arrangements as necessary

Updated 7/18/18
• **Loyalty Oath and Intellectual Property Agreement** should be signed by the new employee and notarized
• Form I-9 supporting documents and social security card should be copied
• Department **must complete section 2 of the Form I-9 online within 3 business days** of the employee’s start date. Section 2 completion instructions can be found at: [http://training.hr.ufl.edu/instructionguides/introducing_gatorstart/completing_section_2_i9.pdf](http://training.hr.ufl.edu/instructionguides/introducing_gatorstart/completing_section_2_i9.pdf)
• Department should schedule employee for health assessment as required

18. Department should upload the loyalty oath and Form I-9 supporting documents to the hire ePAF.

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

20. After campus HR approves hire and employee record is complete in Job Data:

• Have employee complete “HIPAA” course and **confidentiality statement** (within 10 days of begin date)
• Have employee complete “Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention” course (GET803)
• Assist with UF benefits signup and supply information for online orientation as appropriate
• Schedule for other training as appropriate for job responsibilities
• Request security as appropriate from department DSA
• Assist employee with obtaining Gator1 ID and COM Overlay badges