



# COM-HR GRADUATE PROGRAMS

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*Training 101*

# COM-HR Graduate Programs CONTACTS

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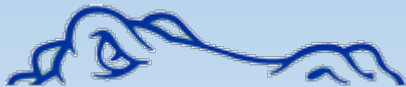
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# Training Licenses

## (Time sensitive)

- Provide Resident/Fellow with MD or DO Training License Instructions:
  - [Training Licensure – Doctor in Medicine \(Paper Renewal / Online Initial\)](#)
  - [Training Licensure – Doctor of Osteopathic \(Online Renewal and Initial\)](#)
  - *Must use legal name on all documents*
- **Finger Printing:** Residents/Fellows are required to complete fingerprinting and must use our Live Scan Provider “FieldPrint” – See FieldPrint Instructions attached to Training License Applications. **Finger Printing should be completed ASAP!**
- Finger Printing started in academic year 2017-2018. At this time all existing Residents/Fellows should have their Prints on file with the board. Finger prints are good for up to 5 years and will likely only need to be done once during their Training.





# Previous License Verifications

**(Resident/Fellow must start the process ASAP!)**

- Residents must list all previous licenses and corresponding information per the application instructions.
- If the previous institution participates in **VeriDoc (22 states)** they may complete their verification electronically <https://www.veridoc.org/index.aspx>
- For those that do not use VeriDoc they must request verification from their previous state boards be sent directly to the Florida Board of Medicine or Board of Osteopathic Medicine.

## **Mailing addresses for *Board to Board* Verifications:**

Florida Board of Medicine

RE: License Verification for the UF-COM Applicant

4052 Bald Cypress Way, Bin C-03

Tallahassee, FL 32399-3257

Florida Board of Osteopathic Medicine

RE: License Verification for the UF-COM Applicant

4052 Bald Cypress Way, Bin C-06

Tallahassee, FL 32399-3257

# Training License Application – Backup Docs

**UO Training License listserv (include File #):** [MQA.Osteopath@flhealth.gov](mailto:MQA.Osteopath@flhealth.gov)

**MD Training License listserv (include File #):** [BOM\\_Initialapps@FLHeath.gov](mailto:BOM_Initialapps@FLHeath.gov)

**Diplomas** – ALL Initial and Renewal applications require a copy of the Diploma (ECFMG Certificate / Translation as needed)

PGY 1's ONLY may be delayed (provide ASAP)

PGY 1 Matriculation Letters (post-graduation) will be accepted for approval

DO NOT DELAY PGY 1 Applications, They may submit the online application WITHOUT the Diploma

**Department Letter** – See Template Letter (s) to appropriate Board

Initial or Continuation Letters are required for ALL applications

Letters may be signed by Program Coordinator or Director

**Permission Letter** – Optional letter stating the Resident/Fellow gives us permission to follow up on their behalf

**“YES” Answers** – If a “YES” answer is checked, the applicant will need:

Personal statement addressed to board

Copies of Legal documents

**NO GAPS IN HISTORY** – Please ensure the applicant accounts for ALL time from the day after graduation to present

EXAMPLE: Graduated 5/16/19, history must cover 5/17/19 – Present

May state – Vacation, Relocating, etc...

**FINAL PACKET TO INCLUDE:**

Completed application → Copy of Diploma → Department Letter → Permission Letter → “Yes” answer backup → One copy of entire packet (for TRN Paper Renewals only) *\*We will track Online Applications using our bill pay system.*

# Training License REMINDERS



- ✓ Its FREE!! We cover the cost for ALL in-house Initial and renewal applicants including Courtesy Military ONLY
- ✓ Visiting Courtesy Residents must pay for their FL Training License – See GME site for further instructions <https://gme.med.ufl.edu/>
- ✓ Graduation date on application should match diploma
- ✓ Confirm License is expiring / Include License Number
- ✓ Give us a heads up on your Foreign National Applicants without a SSN
  - ✓ *Will apply for 30-day TEMP*
- ✓ TRN Paper Renewals - ONLY SEND Application – **DO NOT Include instructions**

# New Hire Processing

## *We have options!*

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*If your department has a central HR contact,  
please continue to coordinate with them 😊*

# New Hire ePAFs

## *Entered by Graduate Programs*

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### ➤ Upload paperwork to Dropbox – OPTION 1

- Submit completed Gator Start Form including “Dept Use Section”, SSN & valid Personal email address (NOT .edu) to Dropbox ASAP. We’ll use this to kick off GatorStart while you collect the remainder of the Hire Packet to be uploaded by or before the deadline.
- **OR** uploaded complete Hire Packet to Dropbox by or before the deadline.
- Grad Programs will confirm GatorStart deploys within 24 hrs / update email / resend as needed
- Grad Programs will forward GatorStart confirmation prompting department to complete eVerify



# New Hire ePAFs continued

## *Entered by Department*

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### ➤ Upload paperwork to ePAF – OPTION 2

- Upload to ePAF completed Gator Start Form ASAP to kick off GatorStart while you collect the remainder of the Hire Packet to be uploaded to ePAF by or before the deadline.
- Note ePAF to be recycled as needed pending complete Hire Packet.
- Resubmit once remaining documents are uploaded
- **OR** upload complete Hire Packet to ePAF by or before the deadline.
- Confirm GatorStart deploys within 24 hrs, update email address / resend as needed
- Forward Gator Start confirmation email to Graduate Programs (Sally, Raina, Mary)
- Department completes eVerify through I9 management

***\*Contact Graduate Programs if you're interested in initiating your own ePAFs***

# Entering New Hire ePAFs

## *HOUS and CPF1 → US Citizens*

### Hire an Employee ePAF [Simulation](#)

Name:	Ray,Tyler John	Empl ID:	34185178
Cit Status:	Citizen	Personal Data	UF Ethnicity
Email Address:	tray@anest.ufl.edu	Job Data	UF Veteran Status
		Additional Pay	
<a href="#">Documents</a>			
<b>Hire Form Data</b>			
Effective Date:	07/01/2020	eForm ID:	1303228
Salary Plan:	HOUS		Housestaff
Empl Class:	Resident College of Medicine		
Work County:	ALACHUA		
Tax Location:	00001		
FICA Status:	Subject		
Job Code:	000532		RESIDENT
Department:	29040101		MD-ANEST-GEN EDUCATION OFFICE
FTE:	1.000000	Std Hrs/Wk:	40.00
Supervisor ID:	83121151		Martin,Timothy
Comp Rate	54811.000000		
Workgroup	OPEHSC		OPS - Exempt - House Staff

Name:	Carr,Casey T	Empl ID:	81092883
Cit Status:	Citizen	Personal Data	UF Ethnicity
Email Address:	CCarr@anest.ufl.edu	Job Data	UF Veteran Status
		Additional Pay	
<a href="#">Documents</a>			
<b>Hire Form Data</b>			
Effective Date:	07/01/2020	eForm ID:	1303036
Salary Plan:	CPF1		Clin Postdoc Assoc/Intern
Empl Class:	Clin Postdoc Aso/Intern Med		
Work County:	ALACHUA		
Tax Location:	00001		
FICA Status:	Subject		
Job Code:	000146		ADJ CLIN POSTDOC ASO
Department:	29290100		MD-EMERGENCY MED-AED
FTE:	1.000000	Std Hrs/Wk:	40.00
Supervisor ID:	00153890		Patel,Rohit Pravin
Comp Rate	66143.000000		
Workgroup	OPEHSC		OPS - Exempt - House Staff

# Entering New Hire ePAFs

## *HOUS and CPF1 → Foreign Nationals*

### Hiring a Foreign National

Name:	Holand, Arthur Rodrigo Ronconi	Empl ID:	44523790
Cit Status:	Non-Resident Alien	Personal Data	UF Ethnicity
Email Address:	arthurholand@ufl.edu	Job Data	UF Veteran Status
		Additional Pay	
		<a href="#">Documents</a>	
<b>Hire Form Data</b>			
Effective Date:	07/01/2020	eForm ID:	1311302
Salary Plan:	HOUS		Housestaff
Empl Class:	Resident College of Medicine		
Work County:	ALACHUA		
Tax Location:	00001		
FICA Status:	Exempt		
Job Code:	000532		RESIDENT
Department:	29140401		MD-SURGERY-RESIDENCY PROGRAM
FTE:	1.000000	Std Hrs/Wk:	40.00
Supervisor ID:	38111382		Sarosi, George A
Comp Rate	54811.000000		
Workgroup	OPEHSC8		OPS Expt House NRA - 8

Name:	Koppolu, Siva Sundeep	Empl ID:	46331370
Cit Status:	Non-Resident Alien	Personal Data	UF Ethnicity
Email Address:	koppolus@ufl.edu	Job Data	UF Veteran Status
		Additional Pay	
		<a href="#">Documents</a>	
<b>Hire Form Data</b>			
Effective Date:	07/01/2020	eForm ID:	1304932
Salary Plan:	CPF1		Clin Postdoc Assoc/Intern
Empl Class:	Clin Postdoc Aso/Intern Med		
Work County:	ALACHUA		
Tax Location:	00001		
FICA Status:	Subject		
Job Code:	000146		ADJ CLIN POSTDOC ASO
Department:	29120000		MD-PSYCHIATRY
FTE:	1.000000	Std Hrs/Wk:	40.00
Supervisor ID:	16570350		Holbert, Richard C
Comp Rate	63500.000000		
Workgroup	OPEHSC		OPS - Exempt - House Staff

# Entering New Hire ePAFs

## *HOUS and CPFI → Foreign Nationals continued*

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### Hiring a Foreign National

- Use the following workgroup as a Default for HOUS & CPFI – Tax Services will tell you if a change is required

<b>Workgroup</b>	OPEHSC
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OPS - Exempt - House Staff
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- W/O SSN, submit FNIS Shell Request prior to initiating ePAF, TempID will be generated
- With SSN, ePAF may be entered first to kick off GatorStart, then move forward with FNIS Shell Request
- Select correct drop down for Foreign National when uploading documents to ePAF.

# New Hire ePAF Reminders and Tips!

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- Avoid Duplicate UFID's
- Must provide / enter correct Supervisor ID (Programs Director Name & UFID)
- **Must complete** "Department use only" section of Gator Start form. Department ID Required **\*NOT OPTIONAL**
- Both US Citizens and Foreign Nationals will complete GatorStart
- **Must have a personal email address such as: Gmail, AOL, Yahoo, etc... May not use .EDU. If UFL.EDU address auto populates during ePAF creation, leave as is and update to personal email address in GatorStart, then resend invite**
- Use Gator Start form to generate Hire ePAF ASAP to kick off Gator Start.
- Follow up on Gator Start and encourage completion within 3-days
- Assign Deadlines

# NEW HIRES

## Resident and ADJ PDA Checklists

We've got you covered! Let's Review...

### New Hire Checklists



# Department I-9 REMINDERS

- ✓ Give clear instructions on WHEN and WHERE to bring ORIGINAL I9 documents for verification by department
  - ✓ *I9 section 1 MUST be completed by employment effective date*
  - ✓ *I9 section 2 MUST be completed within 3 business days of effective date*
  - ✓ *I9 Documents used for HIRE PACKET must be the same as those used in I9 Management*
- ✓ I9 Reverifications – Upon receipt of a renewed DS2019, I-797, Employment Authorization, Permanent Resident Card, etc... I9 section 3 should be completed.

**I-9 Reverification Process:** <https://hr.ufl.edu/manager-resources/employment-operations-and-records/i-9-reverification/>

**Link:** [I-9 Reverification Portal](#)

# TERMINATIONS / ADDRESS UPDATES / INCREASES / TRANSFERS

*\*Submitted by Department, Processed by Graduate Programs*

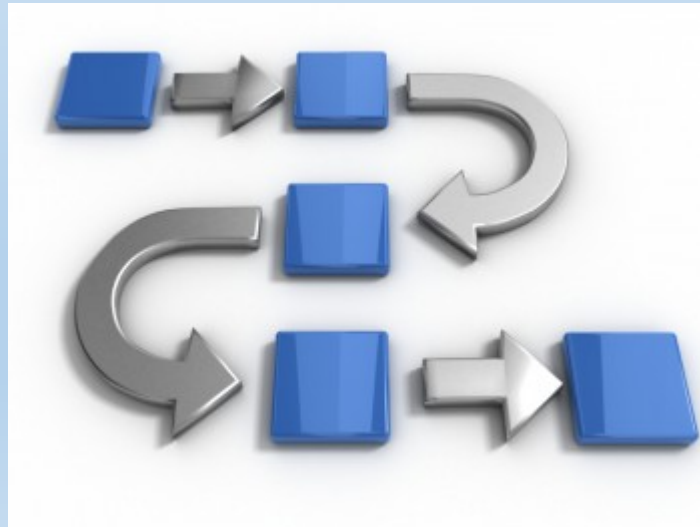
- Housestaff **Off-cycle TERMS** (any date other than 6/30) – Submit Job Action to Dropbox
  - *Requires update to address in New Innovations and People Soft prior to departure*
- Housestaff **on-cycle TERMS** – Sally will provide a list for you to confirm and work with Central HR on a TERM FILE
  - *Requires update to address in New Innovation and People Soft prior to departure*
- Housestaff **Off-cycle PGY Increases** – Submit Job Action to Dropbox
- Housestaff **on-cycle PGY Increases** – Sally will contact you when the Raise File is ready for completion
- **Transfers – HOUS to HOUS** Transfers submit Job Action with new Dept ID AND new Contract to Dropbox (*should come from new home department*).
- **Transfers – HOUS to ADJ PDA** Transfers submit Job Action with new Dept ID, signed Offer Letter, Letter of Transmittal OR 3 Letters of recommendation and Official Transcripts (request NACES report as needed for Foreign National Graduates) to Dropbox
- **Existing UF Appointments** – If your incoming Resident/Fellow/ADJ PDA has another job at UF prior to starting training such as FAC, GA, TEAMS, OPS... The previous appointment must TERM first
- **ALL Adjunct Clinical Post Doc TERMS & PGY Increases (on-cycle & off-cycle)** – Submit Job Action to Dropbox



# CHIEF RESIDENT APPOINTMENTS & REAPPOINTMENTS

*\*Submitted by Department, Processed by Graduate Programs*

- Residents being appointed as Chief Residents – Submit Job Action form to Dropbox
- Requires DIO, Dr. Close, Approval Letter for Chief Resident Salaries Prior to completing the Job Action form. Letter should be routed through Raina Carter for routing.
- Chiefs going back to Resident title – Submit Job Action form for title/stipend change to Dropbox
- Our Goal is to have Job Actions completed by mid-June



# RAISE FILE

- Please Do not include new Chief Residents effective July 1 or Chief Residents going back to a Resident effective July 1
- Remember Residents that did not start on July 1 will receive the PMD level increase but will not move to the next PMD level salary until they have been in training for one (1) year. Please submit a Job Action form for off-cycle increases to Dropbox.
- Sally Harvin will contact you regarding the Due Date of the Raise File




# New Innovations / Other

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- Educational Leave
- Research
- Block Schedules
- J1 VISAs
- VA Invoicing
- Extra Duty
- Distributions – Off-Cycle and Late Hires entered by Department

# IMPORTANT DEADLINES

- Feb 3<sup>rd</sup> **PAPER** Renewal Training License Applications DUE (TRN) \*Drop off in M100
- Feb 3<sup>rd</sup> **ONLINE** Renewal Training License Applications DUE (DO)
- Feb 3<sup>rd</sup> **ONLINE** Initial Training License Applications for Incoming Fellows (**early match**) DUE (TRN & UO)
- March 24<sup>th</sup> or ASAP **ONLINE** Initial Training License Applications for Remaining Residents/Fellows DUE (TRN & UO)
- April 21<sup>st</sup> Resident/Fellow/Adjunct PDA New Appointment Packets to be entered by Graduate Programs DUE   
**(our goal is to have all in Job Data by 6/17)**
- May 5<sup>th</sup> Resident/Fellow/Adjunct PDA New Appointment Packets to be entered by Department DUE
- May 5<sup>th</sup> Housestaff Job Actions: Off-Cycle TERMS & Off-Cycle PGY Increases DUE (**from present through 8/30 only**)
- May 5<sup>th</sup> Housestaff Job Actions for Transfers DUE (HOUS → HOUS)  
*(include new Dept ID & contract, request should come from new Department)*
- May 26<sup>th</sup> Housestaff Chief Letters & Job Actions DUE (see template)  
*\*Send letter to Raina Carter for review & routing for approval signatures*
- May 26<sup>th</sup> Adjunct PDA Job Action for Transfers DUE (HOUS → CPFI)  
(include new Dept ID, Offer Letter, Official Transcripts / NACES, 3 Letters of Recommendation OR Letter of Transmittal)
- May 26<sup>th</sup> Adjunct PDA Job Actions for ALL PGY increases & ALL Terms DUE (**from present through 8/30 only**)
- June 1<sup>st</sup> or ASAP Letter of Matriculation (post-graduation) or Diploma DUE  
***\*Need Diploma ASAP if letter is provided (PGY 1's only, PGY 2 or higher must have Diploma)***
- TBA Budget Database
- TBA Raise File Deadline

QUESTIONS?

Just let us know, we'd love to help!

