

GRADUATE PROGRAMS

US Citizen New Hire Checklist

Adjunct Clinical Post-Doctoral Associates in Training

NAME: _____ UF ID _____ PGY LEVEL _____

DEPT NAME _____ DEPT CONTACT/PHONE _____

- [New Hire Demographic Form](#) Personal email address Required such as: Gmail, Yahoo, AOL, etc... **NOT an .edu** address from previous institution. (*Departmental Information Section of New Hire Demographic Form MUST BE COMPLETED*)

Forms to be completed through GatorStart (online):

- I-9 section one (department completes section two through I9 management)
 - W-4
 - Loyalty Oath and Intellectual Property Agreement (sections 1 & 2 of 4-n-1) Duplicate task, see below
 - Veteran's Survey and EEO Survey (section 3 & 4 of 4-n-1)
 - Direct Deposit
 - FSR (Florida State Retirement)
 - Voluntary Self-Identification of Disability
 - Marketplace Acknowledgment
- **Selective Service** confirmation for males born on or after 1960 (provide print screen) [Verify Registration | Selective Service System : Selective Service System \(sss.gov\)](#)
 - **Drivers License and Social Security Card** (must be legible) *SSC required for HIRE
 - **I9 Backup** (if different from DL & SSC, must be legible)
 - **"Four-In-One" Form** (request notarized hard copy in advance, will also complete through GatorStart)
 - **3 Letters of Recommendation OR Letter of Transmittal**
 - **OIG Search** <https://exclusions.oig.hhs.gov/> (submit print screen showing results)
 - **Copy of CV**
 - **Copy of Signed Offer Letter**
 - **Medical School Official Transcripts and Copy of Diploma** (provide translation as needed)
 - **NACES Report for Foreign National Graduates** (*Report of Evaluation of Education Credentials*)
<https://hr.ufl.edu/manager-resources/recruitment-staffing/immigration-compliance-services/academic-credential-evaluation/>

- **ECFMG Certificate** (required if foreign medical school graduate, Department uploads to New Innovation)
- **License Confirmation** (submit print screen for those already issued) ***DO NOT SEND LICENSE APPLICATION WITH HIRE PACKET**. Refer to Graduate Programs webpage for **Training License** Instructions.
<https://financeadmin.med.ufl.edu/graduate-programs/housestaff/>

- Resident/Fellow will receive a GatorStart email once ePAF Hire is generated in PeopleSoft (MUST COMPLETE WITHIN 3-DAYS):

- o **Email Subject Line:** “Your University of Florida New Hire Packet Info” (**GatorStart**) online new employee onboarding system.

Graduate Programs – Dropbox: **ALL** Hire documents must be submitted to your departments **Foreign National NEW HIRE Graduate Programs Dropbox**. Please contact us for assistance as needed.

- ❖ Dropbox Document Naming Convention: Last name, First Name_HIRE

OTHER REQUIREMENTS / REMINDERS (DO NOT SEND TO GRADUATE PROGRAMS):

- **PLQ** for “Billing” ADJ CLIN PDA’s <http://flbog.sip.ufl.edu/wp-content/uploads/2019/09/PLQ-UF-8-19.pdf>
- HIPAA Training <https://privacy.ufl.edu/privacy-training/hipaa-training/>
- Benefits Questions? – Contact your Talent Management Specialist
 - o Kalli King kalli.king@ufl.edu
 - o Katie Rogers k.rogers@ufl.edu
- Contact GME (Graduate Medical Education) Sony Kuruppacherry kurupsj@ufl.edu for questions regarding: New Innovations Checklist, NPI, Identity Management (EPIC & E-mail), Gator One Office (UFID Badge), Security Office (Fobs), UF Occupational Health (health clearance), Pharmacy (prescription pads), Transportation & Parking
<https://gme.med.ufl.edu/graduate-medical-education/gme-office-administration/>

For more Resources see COM-HR Graduate Programs webpage:

<https://financeadmin.med.ufl.edu/graduate-programs/>