

GRADUATE PROGRAMS

US Citizen New Hire Checklist

Graduate Assistants

NAME: _____ UFID: _____ STATUS: _____

DEPT NAME _____ DEPT CONTACT/PHONE _____

- [New Hire Demographic Form](#) Personal email address Required for NEW Employees such as: Gmail, Yahoo, AOL, etc... **NOT .edu.**
(Please confirm salary & supervisor ID in “Departmental Information” section of New Hire Demographic Form)

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
- **GA Employment Letter** [Appointment Letter Library – UF Human Resources \(ufl.edu\)](#)
 - **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 for sections 1 & 2, will also complete through GatorStart)
 - **OIG Search** <https://exclusions.oig.hhs.gov/> (submit print screen showing results)
 - **Compliance Statement** (place on department letterhead) [Graduate Appointments Checklist and Resources » Finance and Administration » College of Medicine » University of Florida \(ufl.edu\)](#)
 - **Emergency Notification Form** [UNIVERSITY PERSONNEL SERVICES \(ufl.edu\)](#)

- **HIPAA Training** (required annually) Graduate Programs DOES NOT need a copy. Please track internally.
[Training » Privacy » University of Florida \(ufl.edu\)](#)

- **GA will receive 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 Completed Hire Packets should be submitted to your departments **Graduate Programs Dropbox**. Please contact us for assistance / access as needed.

*We cannot accept sensitive information via regular email.

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

For more Resources see COM-HR Graduate Programs webpage:

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

- **REMINDER:** Enter Letter of Appointment / Tuition Waiver once Hire is approved in Job Data. If you need assistance contact, Graduate Program – Raina Carter raina78@ufl.edu
- Benefits Questions? – Contact HR GA Benefits Office gabenefits@admin.ufl.edu