

# GRADUATE PROGRAMS

## US Citizen New Hire Checklist

### Adjunct Clinical Post-Doctoral Associates in Training

NAME: \_\_\_\_\_ UFID \_\_\_\_\_ PGY LEVEL \_\_\_\_\_

DEPT NAME \_\_\_\_\_ DEPT CONTACT/PHONE \_\_\_\_\_

SUPERVISOR UFID: \_\_\_\_\_

- [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 \(sss.gov\)](#)
  - **Driver's 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)
  - **OIG Search** <https://exclusions.oig.hhs.gov/> (submit print screen showing results)
  - **Copy of CV**
  - **Copy of Signed Offer Letter and Approved Permission to Hire (DIO-Dr. Close Letter)**
  - **Application:**
    - Acknowledgment: If Off-Cycle (non-match) external Transfer, confirm "Non-Match Off-Cycle Application" has been completed. Yes No
    - See Application options here: <https://hr.med.ufl.edu/graduate-programs/academic-ops-faculty/>
  - **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://hr.med.ufl.edu/graduate-programs/housestaff/>

**Graduate Programs – Dropbox (used for NEW HIRES ONLY):**

- If Graduate Programs will be completing NEW HIRE ePAF, please upload completed HIRE Packet to Dropbox for processing.
- If your department is entering all ePAFs, we **DO NOT** need anything uploaded to Dropbox
- *Dropbox Document Naming Convention for New HIRE Packets:* Last name, First Name\_HIRE DATE

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

- HIPAA Training <https://privacy.ufl.edu/privacy-training/hipaa-training/>
- Benefits Questions? <https://hr.med.ufl.edu/current-employees/employment/>
- Contact GME (Graduate Medical Education) Sony Kuruppacherry [kurupsj@ufl.edu](mailto: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

**For more Resources see COM-HR Graduate Programs webpage:**

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