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 include DeptID*)
  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 *Duplicate task, see below
  - Veteran's Survey and EEO Survey
  - 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)

- Loyalty Oath (request notarized hard copy in advance, will also complete through GatorStart)

- Coding Sheet (information needed for New Innovations)

- **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 uploaded 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

Helpful Resources:
- HIPAA Training https://privacy.ufl.edu/privacy-training/hipaa-training/

- Benefits Questions? https://hr.med.ufl.edu/prospective-employees/health-benefits/

- COM-HR Graduate Programs webpage**:** https://hr.med.ufl.edu/graduate-programs/

- GME: https://gme.med.ufl.edu/graduate-medical-education/gme-office-administration/