# GRADUATE PROGRAMS

## US Citizen New Hire Checklist

### FOR RESIDENTS/FELLOWS IN TRAINING OR SUBSPECIALTY PROGRAMS

NAME: _____UF ID_____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)

- **Drivers 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)

- **Housestaff Contract/Letter of Offer** https://hr.med.ufl.edu/graduate-programs/housestaff/

- **Application:**
  - Acknowledgement:  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/housestaff/

- **Medical School Diploma -** *Preferred but not required for Hire (must upload to New Innovations, provide translation as needed)

- **ECFMG Certificate** (required if foreign medical school graduate, Department uploads to New Innovation)

- **License Confirmation** (submit print screen for those already issued) *<span style="color:orange">DO NOT SEND LICENSE APPLICATION WITH HIRE PACKET</span>. 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/