TEAMS
Onboarding Checklist

☐ **Update and confirm mailing address in MyUFL.**
MyUFL.edu > Main Menu > My Account > Update My Directory Profile

☐ **Update and confirm emergency contact in MyUFL.**
MyUFL.edu > Main Menu > My Account > Update Emergency Contact

☐ **Enroll in benefits (within the first 60 days).**

State of Florida Plan Options

Health _____
Life _____
Disability _____
Dental _____
Vision _____
Accident _____
Cancer _____
Hospitalization _____
Hospital Intensive Care _____
Savings & Spending Accounts _____

UFSelect Plan Options

Life _____
Disability _____
Dental _____
Vision _____
Legal _____

☐ **Select a retirement plan and complete enrollment (within the first 90 days).**

☐ **Add a beneficiary for your life insurance coverage.**

UFSelect Plans: **MyUFL.edu > Main Menu > My Self Service > Benefits > Dependent/Beneficiary Info**

State of Florida Plans can be found **here**

☐ **Submit dependent verification documents in the People First portal.**
Please do not send SSN information over email as it is not secure.

☐ **Regularly check your bi-weekly paystub for accuracy.**
MyUFL.edu > Main Menu > My Self Service > Payroll & Compensation > View Paycheck

☐ **Sign up to receive your W2 Electronically.**
My.UFL.edu > My Self Service > Payroll and Compensation > W2/W2c Consent Form > Check & Submit

For benefits assistance, please contact your UF COM-JAX Benefits Specialist at ufcomjaxbenefits@jax.ufl.edu