

**WELCOME & ONBOARDING**
PRE-ARRIVAL

Administrative Affairs has a 30 item internal checklist for managing new faculty for arrival. This includes notifying medical staff of the potential hire once the PAF request is received, creating a database record, checking and closing all recruitment and routing the offer letter for approval. Once the offer letter and demographic form are received and welcome email sent, we immediately begin action for onboarding detailed below:

1. Schedule Employee Health appointment
2. Hire packet received, enter position update ePAF for title (if needed). Next, submit hire ePAF & upload hire packet—follow epaf approval to ensure execution at level one, tax services and level two.
3. Set up badge – send badge info to UFJPI
4. Complete APT and route for signature
5. Ensure hospital privileges and credentialing is complete
6. Email PLQ to Self-Insurance (Gainesville)
7. Upload equity compliance to FDB or email Faculty Compliance Report to Gainesville
8. Double check and complete FDB record (all tabs)
9. Faculty cleared through Employee Health – send two (2) emails
10. eVerify through GatorStart within three days
11. Email APT to Finance and copy benefits and HR
12. Distribute new hire on payroll
13. Add new hire to Leave Module
14. myUFL- remove affiliation end date, mark “do not publish” and add work email
15. Update department regarding new hire and move PAF to completed file
16. Upload all documents to the database as this contains all PDF hire documents as well as the entire education and appointment profile for web pull.
17. As a faculty hire date approaches, they will receive an email regarding an orientation schedule for their first day. Typically, for clinical physicians, the first day will include meetings with representatives for benefits, Medical Staff Services, and Administrative Affairs.