

CHECKLIST FOR OPS – GENERAL

Name _____ Department _____

Title _____ Start Date _____ UFID# _____

- After receipt of the signed contract/offer letter, we will submit the hire into MyUFL which will initiate Gatorstart (a UF on boarding hire process). This will trigger an email to be sent to the employee with information for them to complete the following forms on-line:
 - I-9
 - Direct Deposit
 - W4
 - Loyalty Oath, Intellectual Property Agreement (will need to be printed, notarized and returned)
 - EEO Survey (Race and Ethnicity)
 - Veteran’s Survey
 - Florida Retirement (FRS) Certification Form
 - Disclosure of outside activities (if employee is to have activity outside of UF they will print and return)
 - New Hire Employment Acknowledgement

Off-line Forms to be completed and returned:

- 1. [Compliance Statement](#) (for clinical employees)
- 2. Copy of Letter of Offer
- 3. [Signed Copy of OPS Application](#)
- 4. [Demographic Form](#)
- 5. Copy of Resume or CV
- 6. [Emergency Contact Form](#)
- 7. Copy of Licenses, if applicable (clinical staff)
- 8. [Biographical Information Sheet](#) (1st page only)
- 9. Copy of Social Security Card
- 10. Copy of picture I.D. (Drivers License or Passport)
- 11. Copy of degree(s) and or training certificates
- 12. Degree verification: <https://secure.studentclearinghouse.org>

ADDITIONAL FORMS/ATTACHMENTS (Required only when applicable)

- 13. UF Foreign National Tax Information Form (Required for non-U.S. citizens.)
- 14. Nepotism Letter (Required if related to a UF employee.)
- 15. 1-20 (F1-Visa), DS-2019 (J1 Visa), or 1-791 & Labor Condition Application (H-1b)

- All forms must be completed in order for hire to be completed and payroll initiated.