

**GATORSTART CHECKLIST FOR TEAMS
EXEMPT OR NON-EXEMPT TEAMS**

Name _____ Department _____

Division or Center (if applicable): _____

Title _____ Start Date _____ UFID# _____

Needed from department:

- [New Hire Demographic Form](#) (for background check)
- [Education and Experience Verification Form](#) (Complete and verify experience portion only)
 - 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
 - Benefits and Retirement Information
 - 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:**

- Copy of Letter of Offer
- Copy of picture I.D. (Drivers License or Passport)
- Copy of Social Security Card
- Please provide copies of identification used when completing the I-9 verification form on-line
- [Compliance Statement](#)
- Copy of Resume or CV
- Selective Service Registration (Males, 18-25)
- Please provide date of separation from military service if previously enlisted: _____
- [Emergency Contact Form](#)
- HIPAA Confidentiality Statement (provided with offer letter) (HIPAA training to be done in MyUFL after hire)
- Copy of Licenses, if applicable (clinical staff)
- [Biographical Information Sheet](#) (1st page only)
- Copy of degree certificate (J.D., Ph.D., M.P.H., M.B.A., etc)

If working in a clinical capacity (blood, specimens or face to face patient contact) (Forms Given with Offer letter and need to be brought to scheduled Employee Health Visit):

- Pre-Placement Medical Review Form
- Training and Vaccination Form,
- BBP Quiz
- N95 for Fit testing

ADDITIONAL FORMS/ATTACHMENTS (Required only when applicable)

- UF Foreign National Tax Information Form (Required for non-U.S. citizens.)
- Nepotism Letter (Required if related to a UF employee.)
- 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.