

NON-CLINICAL FACULTY BENEFITS CHECKLIST



1

Update and confirm mailing address & emergency contacts

2

Enroll in benefits within 60 days

3

Add a beneficiary to your life insurance coverage.

MyUFL.edu > Main Menu > My Self Service > Benefits > Dependent/Beneficiary Info

4

Submit dependent verification documents to Benefits@ufl.edu

Please do not send SSN information over email as it is not secure.

5

Regularly check your bi-weekly paystub for accuracy.

MyUFL.edu > Main Menu > My Self Service > Payroll & Compensation > View Paycheck

6

Sign up to receive your W2 electronically.

MyUFL.edu > Main Menu > My Self Service > Payroll & Compensation > W2/W2C Consent form > Check & Submit