

OPS Faculty (Adjunct) Hire

Place Documents in S:Drive and email DOHR contact

FOR DO USE ONLY	
	LOO
	HRDB
	JOB
	PERSONNEL FILE

GatorStart:	Yes	No	Eform ID:
Employee Name:			Job #:
Employee Record:			Gator Link:
UF ID:			Hire Date:

Before Hire

	Research Identity Management (UF Directory) for existing UFID (if new, person will establish a GatorLink once hire ePAF submitted)
	If retired from UF, can't be employed within 6 months of retirement date
	Research/Research Support Clearance Request
	Background Screening Check . (If position posted, recruiter will verify education)
	Experience Verification (reference check)
	Letter of Offer (Approved in advance by your DOHR Generalist)
	If a foreign national, see UFHR's Hiring a Foreign National Checklist for guidance and PPHP's Documents Checklist for documents that must be forwarded to DO HR
	Submit Foreign National Shell Request , if applicable
	Employment of Relatives (Nepotism Agreement) (approved at all levels prior to hire date)
	New Hire Demographic
	Health Assessment
	HR600 , required if primary employment elsewhere at UF—once signed, forward to mailto:HR600Request@ad.ufl.edu
	Before hire ePAF entered, dispense pool in PageUp

PHHP Requirements (Place in S:Drive with ePAF New Hire Documents)

	Completed UF and PHHP checklists
	Code of Conduct, PHHP
	GatorStart completed confirmation email
	Background screening results email/ report
	Research/Research Support Clearance email results
	Emergency Contact Form

ePAF Hire Documents (Preferred single PDF)

	Letter of Offer
	CV and official transcripts
	I-9 Documents
	Social Security Card
	Loyalty Oath
	Selective Service
	Employment of Relatives (Nepotism Agreement)
	HR600
	Health Assessment
	W-4/W-8 (If Foreign National)

Final Administrator Tasks

	IdM (UF Directory): If new to UF, set Deliver To field with person's gatorlink@mail.ufl.edu
	Set "Network Managed By" (NMB) to department ID in Identity Management
	PHHP IT Services Access Request
	Complete employer section 2 of I-9
	Request Gator 1 card
	Training Tracker
	Enter distribution (notify Dean's Office if DO funding involved)
	Schedule one-on-one benefits appointment
	Enter ISA
	New employee must register in UFOLIO, UF's eCOI system at https://coi.ufl.edu/ , even if no outside activities to disclose (required for 0.26 FTE and above)

	DSA Request, my UFL Security Roles
	Review information in college HRDB 1-2 weeks after hire