13. (Continued) **For US citizen or permanent resident**
   - Official transcripts of highest degree (If the Department has not received the transcripts before they need to forward the hire packet to Administrative Affairs, they should ALSO request a degree confirmation from the recruiter or a NACES member)
   - **New Hire Demographic Form** (required by Administrative Affairs)
   - **Biographical Information Form**
   - **Professional Liability Questionnaire** (for postdocs with clinical responsibilities)
   - Request copy of **Florida Medical License** (for postdocs with clinical responsibilities)

14. Forward completed Professional Liability Questionnaire to the **Self Insurance Program** (if applicable)

15. Forward documents to the **Credentialing and Provider Enrollment Office** (if applicable)

16. Review **New Hire Checklist – Academic Personnel** (include appropriate attachments as indicated on checklist)

17. Forward the following documents to Administrative Affairs for input:
   - **Academic Personnel Transaction Form** (include mentor name and UFID on revised form)
   - **New Hire Demographic Form** (required by Administrative Affairs)
   - **New Hire Checklist**-Academic Personnel (include forms on checklist that are NOT indicated as Gatorstart)
     - Disclosure of Outside Activities and Financial Interests Acknowledgement - Please make sure to tell the employee if they have outside activities DO NOT complete the form in Gatorstart, go to [https://report.coi.med.ufl.edu/researcher/welcome and complete the College of Medicine online form instead](https://report.coi.med.ufl.edu/researcher/welcome)
   - **Biographical Information Form**
   - Copy of Florida Medical License (for postdocs with clinical responsibilities)
   - Print screen from OIG exclusions database

18. Administrative Affairs will enter EPAF and approve level 1, which will cause the system to generate an email to the new hire requesting completion of additional documents for hire. Forms they will complete online are listed on the **New Hire Checklist-Academic Personnel** form.

19. On or before the employee’s first day of work:
   - Assist employee with parking arrangements as necessary
   - **Loyalty Oath and Intellectual Property Agreement** should be signed by the new hire and notarized
   - Copies of identity documents should be copied (i.e., driver’s license and social security card)
   - Department should schedule employee for health assessment as required
   - Department should complete section 2 of the I-9 online. Instructions for completion of section 2 can be found online at [http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creating-a-uf-appointment/form-i-9/](http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creating-a-uf-appointment/form-i-9/)
   - **Please note**: Section 2 must be completed by an authorized university representative within three business days of the employee’s start date.

Updated 02/13/17
20. Department should attach the loyalty oath and I-9 supporting documents the hire ePAF.

21. Level 2 (Campus HR) will review and confirm completion of required documents before finalizing approval of EPAF.

22. After HR approves hire and employee record is complete in job data:
   • Have employee complete “HIPAA” course and confidentiality statement (within 10 days of begin date)
   • Have employee complete “preventing harassment” course
   • Assist with UF benefits signup and supply information for online orientation as appropriate
   • Schedule for other training as appropriate for job responsibilities
   • Request security as appropriate from department DSA
   • Assist employee with obtaining Gator 1 ID badge