

10. (continued) **For Foreign National**

- [New Hire Checklist – TEAMS and OPS General/Student](#) (attach appropriate forms as indicated on checklist)
 - [Professional Liability Questionnaire](#) (for employees with clinical responsibilities)
 - Request copy of [Florida License](#) (for employees with clinical responsibilities)
 - [Background Screening Request Form](#) (employee should complete information regarding residency, maiden name, SS#, Date of Birth)
11. Submit the background screening request form online (should give enough time for results prior to begin date)
12. Forward the Foreign National Tax Information Form to Tax Services so they can return the Windstar forms as quickly as possible
13. Forward completed Professional Liability Questionnaire to the [Self Insurance Program](#) (if applicable)
14. Forward documents to the [Credentialing and Provider Enrollment Office](#) (if applicable)
15. For males between the ages of 18 – 26, please verify selective service registration at the following website - <https://www.sss.gov/RegVer/wfVerification.aspx>
16. Department should enter the EPAF to hire the new employee and attach the signed letter of offer and any other required documents indicated by the HR recruiter, including the education verification form with NACES certification when required.
- [New Hire Checklist – TEAMS and OPS General/Student](#) (attach appropriate forms as indicated on checklist)
 - 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**
 - Copy of Florida License (for employees with clinical responsibilities)
 - I-9 form (sections 1 & 2 should be complete) with copies of identity documents. In addition, department should “[Create a New I-9](#)” online via I-9 express on or before the employee’s start date.
 - Print screen from OIG exclusions database
17. Before the employee’s first day of work:
- Assist employee with parking arrangements as necessary
 - Department should schedule employee for health assessment as required (requires clearance for employees prior to begin date)
 - Clinical Departments must contact HRD@shands.ufl.edu to enroll the employee for Hospitality Training. Sessions are conducted most Monday mornings from 7:30-11:45 AM at the FAB building.
18. Administrative Affairs will review EPAF, confirm completion of required documents and approve level 1.
19. Level 2 (Campus HR) will review and confirm completion of required documents before finalizing approval of EPAF.

20. 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 benefits signup and 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