



## New Faculty Check-in

### Getting Started – New Faculty Check List

This check list / guide of resources was created to help support you with your on-boarding experience.

*We hope this guide helps you become a connected, productive, and thriving member of the UF College of Medicine community.*

*Save a copy of the Word.doc of this check list so you can keep track of completing steps.*

*If you have any feedback on this tool, please contact your Department Administrator or submit your feedback to [hamleen@ufl.edu](mailto:hamleen@ufl.edu).*

**\*Please note:** *Some of the links in the sections below are password protected or can only be accessed within the VPN network. You will have access to these links after your start date.*

**Jump to section:**

**Before You Start / Your First Days / Your First Weeks / Your First Months / Your First Year**

### Before You Start

Action Item	More information	Date Completed
<p>Complete required all new hire documents before starting. Make sure you have all important employment papers, including social security card* and proof of eligibility to work in the U.S (if applicable) readily available.</p> <p>Obtain an official copy of any requested transcripts and submit to your administrator and Human Resources (HR).</p> <p><b>*NOTE:</b> Your social Security Card is <u>required</u>. If you do NOT have a Social Security card, please apply for a new card. You will receive a receipt for your request. Along with the receipt, please ask for a Social Security number verification form which needs to be provided to HR.</p>	<ul style="list-style-type: none"> <li>➤ Original identification and documentation for Employment Eligibility Verification <b>must</b> be presented on Day 1 or Day 2 of orientation. List of acceptable documentation and instructions for Form I-9.</li> <li>➤ Social Security Administration Offices (Near You)</li> </ul>	
<p>For Physicians: apply as EARLY AS POSSIBLE for a Florida Medical License. (then include list of what is required)</p>	<ul style="list-style-type: none"> <li>➤ <a href="#">Link to FL DHHS, Medical License page</a></li> </ul>	
<p>For Physicians: If you plan to let your current non-</p>		



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<p>Florida state license expire, be sure your current billing office is aware and can terminate your participation as Medicare or Medicaid provider in your state</p>		
<p>For Faculty with research grants: Faculty may be allowed to transfer their grants to UF. These transfers should be initiated prior to arrival at UF. Faculty should:</p> <ul style="list-style-type: none"> <li>· Notify the sponsoring agency of their relocation plans and request proper forms and instructions to effect the transfer. The documentation must be routed through previous institution's Office of Research for endorsement.</li> <li>· Meet with your new department's grants administration with a complete list of grants to be transferred. Due to the wide variation in procedures among sponsors, your department administrator should work with UF Award Administration with regard to specific guidelines</li> <li>· Clinical Translational Science Institute (CTSI) Research Project Navigator, Tiffany Danielle Pineda, can advise research teams on available resources and help them navigate research-related processes. She serves as a central resource through which researcher inquiries and requests for assistance are managed and supported; information is available through personalized consultation and the CTSI portal. Please contact her for assistance at <a href="mailto:tiffany.danielle@ufl.edu">tiffany.danielle@ufl.edu</a>.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Award Management</li> <li>➤ Compliance Form for an Investigator Transferring to UF</li> <li>➤ Principal Investigator Transferring In – Tips and Guidance</li> </ul>	
<p>Start to explore this new hire site so you are well prepared.</p>	<ul style="list-style-type: none"> <li>➤ New Employee Website</li> <li>➤</li> </ul>	
<p>Employment opportunities for your life partner. <b>Note:</b> The Dual Career Academic Hire process applies only to the partner or spouse of Tenure track faculty member and must be initiated by the department.</p>	<ul style="list-style-type: none"> <li>➤ Dual Career Services</li> </ul>	
<p>Education options for your children.</p>	<ul style="list-style-type: none"> <li>➤ Alachua County Public schools</li> <li>➤ Private, charter, and preschools</li> <li>➤ Homeschool cooperative</li> </ul>	
<p>Explore housing and apartment options if needed and get settled into the Gainesville area.</p>	<ul style="list-style-type: none"> <li>➤ Welcome guide</li> <li>➤ Guide to Greater Gainesville</li> <li>➤ Gainesville city website</li> <li>➤ Partners Housing Search</li> <li>➤ Gainesville neighborhoods</li> </ul>	



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	<ul style="list-style-type: none"> <li>➤ Learn more about Gainesville's neighborhoods</li> <li>➤ Transit and Commuting</li> <li>➤ Parking</li> </ul>	
Manage the practical aspects of moving to a new home and new state	<ul style="list-style-type: none"> <li>➤ File a Change of Address with the Post Office</li> <li>➤ Registry of Motor Vehicles (get a FL driver's license, register an out-of-state vehicle)</li> <li>➤ Voting Registration</li> </ul>	
<p>Plan your commute to campus Discuss parking options with your department administrator or other employees/faculty</p> <p>Decide whether you plan/need to purchase a parking pass and decide which decal option would suit your needs.</p>	<ul style="list-style-type: none"> <li>➤ Commuting Options to Campus</li> <li>➤ Link to UF Parking and maybe map with available lots and garages?</li> <li>➤ Decal Options and location</li> </ul>	
<p>Make a list of key questions you hope to have answered during orientation or questions you may want to have answered before you start (i.e.)</p> <ul style="list-style-type: none"> <li>-What time should I report to my department on my first day?</li> <li>-What is the dress code for this role / the department?</li> <li>-Will I have a schedule my first few days?</li> </ul>	<ul style="list-style-type: none"> <li>➤ Faculty Handbook</li> </ul>	



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### Your First Few Days

Action Item	More information	Date Completed
<p>Review the New Faculty Enrollment and Gator Resources website for Human Resource Services</p> <p>Make sure that your department's HR Manager has completed all of the required documents on the Academic Personnel New Hire Checklist</p>	<ul style="list-style-type: none"> <li>➤ New Faculty Enrollment</li> <li>➤ Gator Resources</li> <li>➤ New Hire Checklist-Academic Personnel</li> </ul>	
<p>Obtain your Gator 1 ID badge and UF ID number (you will do this as part of your day one orientation with your department's HR Manager or administrator.)</p>	<ul style="list-style-type: none"> <li>➤ ID Card Services locations and contact number</li> </ul>	
<p>Register online with your UF ID number for your Gatorlink account in order to access myUFL, PeopleSoft and email.</p>	<ul style="list-style-type: none"> <li>➤ Gatorlink Account</li> </ul>	
<p>Meet with your faculty mentor, or designated department colleague. Arrange for a tour of your department for introductions with colleagues and co-workers.</p>		
<p>Sign up for an upcoming tour of the Health Science Center</p>	<ul style="list-style-type: none"> <li>➤ Contact the Office of Faculty Affairs and Professional Development 294-5343</li> </ul>	
<p>Log-on to MyUFL to fill out your W-4, and sign-up for direct deposit. Direct deposit is required.</p>	<ul style="list-style-type: none"> <li>➤ MyUFL</li> <li>➤ Direct Deposit</li> <li>➤ W-2s and Payroll Tax information</li> </ul>	
<p>Decide which benefits you would like to participate in and then make time to enroll in your benefits in PeopleSoft.</p> <p>Contact your Department Administrator to set-up an appointment with the Benefits office if you have any follow up benefit questions before you make your benefit selections.</p> <p><b>REMEMBER: You have 30 days from your date of hire to do this.</b></p>	<ul style="list-style-type: none"> <li>➤ Benefits Eligibility</li> <li>➤ Benefits Enrollment and Instructions</li> <li>➤ Spouses, Domestic Partners &amp; Other Dependents</li> <li>➤ Department Administrator</li> </ul>	
<p>Get settled in your workspace/office:</p> <ul style="list-style-type: none"> <li>-Set up office voicemail</li> <li>-Fill in your Directory information</li> <li>-Create your email signature</li> <li>-Work with your department administrator/office</li> </ul>	<ul style="list-style-type: none"> <li>➤ Telephone Operating Instructions</li> </ul>	



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<p>manager or coordinator on supplies you need to get started including necessary keys and order your UF business cards</p> <p>-Have your contact information entered into SPOK and available to the Hospital Operator for on-call purposes (if applicable)</p>		
<p>Be sure to schedule time on your calendar your first week to complete the required trainings (if applicable):</p> <ul style="list-style-type: none"> <li>• HIPAA</li> <li>• Epic</li> <li>• IACUC and ACS information for animal work</li> <li>• Hospitality Training</li> <li>• Compliance Training</li> <li>• Bloodborne Pathogen Training</li> <li>• Biomedical Waste Training</li> <li>• ACLS (if required)</li> <li>• Point of Care Training</li> <li>• Conscious Sedation Training</li> <li>• Central Lines</li> <li>• IRB</li> <li>• Other training pertaining to your position</li> </ul>	<ul style="list-style-type: none"> <li>➤ HIPAA</li> <li>➤ Hospitality</li> <li>➤ MyTraining</li> <li>➤ ACLS</li> <li>➤ Bloodborne Pathogen Training</li> <li>➤ IRB</li> <li>➤ Research Training Utility</li> </ul>	
<p>Work with your department administrator to have your photo taken for the department website.</p> <p><b>Please note:</b> This photo is not the same as your UF ID badge photo.</p>		
<p>Spend time with someone who can get your mobile device or laptop up to speed with any necessary apps and software</p> <ul style="list-style-type: none"> <li>• Spok</li> <li>• Epic</li> <li>• Citrix</li> <li>• VPN</li> </ul>	<ul style="list-style-type: none"> <li>➤ Setting up Mobile Devices and Networking</li> </ul>	
<p>Meet with your Department Chair/supervisor to review the following (some of these activities listed below will flow into your first few weeks as well):</p> <ul style="list-style-type: none"> <li>• your schedule</li> <li>• your department and job specific orientation plan</li> <li>• job responsibilities, competencies, expectations</li> <li>• department's mission, strategy, values, key functions, policies and procedures, organizational structure of the department, department directory and key department contacts/resources, department calendar, confidentiality information, department emergency procedures and plans, necessary health and safety training for your role/ dept.</li> </ul> <p>Clarify any performance or policy questions you may have.</p> <ul style="list-style-type: none"> <li>• set initial goals/projects/priorities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contact your Department Administrator to obtain the link and access to your department's documents</li> </ul>	



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<p><u>Policies You Need to Know</u> Promotion and Tenure Compensation Plan Hospital Staff Bylaws Leave policies</p>	<p>➤ <a href="#">Policies and Forms</a></p>	
<p>Please use this link to take a virtual tour of the University of Florida.</p> <p>In addition to this virtual link, you can sign up for a live campus tour during your first few weeks of employment (Contact the Office of Faculty Affairs and Professional Development, 294-5343)</p>	<p>➤ <a href="#">UF Virtual Tour</a></p>	



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### Your First Few Weeks

Action Item	More information	Date Completed
<p>Continue to complete your required training.</p> <p>Make sure you have all the systems access and security roles you need for your position and if you require any additional training, please work with your manager to set up or login to see a listing of training options offered at UF.</p>	<ul style="list-style-type: none"> <li>➤ MyTraining</li> </ul>	
<p>Meet people important to your role, whether in your department, college, or other areas of the UF, UFHealth, and external business partners.</p>		
<p>Work with your Department Chair and Administrator to determine which department/regular meetings should be on your calendar and what important College/Institutional meetings to add your calendar.</p>		
<p>Check out the UF and COM promotion and tenure guidelines and process information.</p>	<ul style="list-style-type: none"> <li>➤ COM Promotion and Tenure</li> <li>➤ UF Promotion and Tenure</li> </ul>	
<p>Review upcoming Faculty Professional Development Seminars and plan to attend those that are of interest to you.</p>	<ul style="list-style-type: none"> <li>➤ Faculty Affairs &amp; Professional Development Website</li> <li>➤ Professional Development</li> <li>➤ Educational Development</li> </ul>	
<p>Sign-up for your benefits if you have not already done so. <b>Remember you have 30 days from your date of hire to enroll.</b></p>	<ul style="list-style-type: none"> <li>➤ Benefits Eligibility</li> <li>➤ Benefits Enrollment and Instructions</li> </ul>	
<p>Become familiar with the UF annual performance appraisal tools that will be used to evaluate your performance. Ask about the procedures and template for your department.</p>	<ul style="list-style-type: none"> <li>➤ UF Faculty Evaluations</li> </ul>	
<p>Check your paycheck in PeopleSoft and make sure you understand how to read it. If you have any questions contact your Department Administrator.</p>	<ul style="list-style-type: none"> <li>➤ Your Paycheck</li> </ul>	
<p>Review your department's policies and procedures and the faculty handbook. You are responsible for knowing these policies. Should you have any questions, contact your department Chair or Administrator.</p>	<ul style="list-style-type: none"> <li>➤ UF Faculty Handbook</li> </ul>	



## New Faculty Check-in

### Your First Few Months

Action Item	More information	Date Completed
Attend department monthly faculty meetings. This is an opportunity for new hires to learn about more about your department and develop relationships with fellow new employees.		
Consider participating in development and training opportunities available for faculty -Identify any additional mandatory research training needed for your position using the training utility.	<ul style="list-style-type: none"> <li>➤ MyTraining</li> <li>➤ Research Training Utility</li> </ul>	
Take advantage of employee discounts	<ul style="list-style-type: none"> <li>➤ GatorPerks</li> </ul>	
Log into your Online Promotion and Tenure (OPT) packet account and start populating the self-service modules to keep your accomplishments documented and to facilitate the promotion process in the future.	<ul style="list-style-type: none"> <li>➤ login to myufl.edu               <ul style="list-style-type: none"> <li>• Main menu</li> <li>• My self Service</li> <li>• UF Faculty Promotion &amp; Tenure</li> </ul> </li> </ul>	
Manage your vacation and leave	<ul style="list-style-type: none"> <li>➤ Vacation and Leave</li> </ul>	
The University of Florida has several retirement options and tools to help with financial planning and retirement.	<ul style="list-style-type: none"> <li>➤ Retirement</li> </ul>	
Tour and Explore Gainesville and its surrounding areas.	<ul style="list-style-type: none"> <li>➤ Outdoor activities</li> <li>➤ Things to do in Gainesville</li> </ul>	





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### Your First Year

Action Item	More information	Date Completed
All faculty evaluations are conducted in June-August. Talk with your department Chair or administrator about what will be expected of you during this process. Prepare your annual self-assessment and progress report according to your department guidelines.		
Stay up to date with UF news. Read UF publications	<ul style="list-style-type: none"> <li>➤ UF News</li> <li>➤ COM News</li> <li>➤ The Post</li> <li>➤ Faculty Matters</li> <li>➤ Faculty Update</li> </ul>	
Attend UF social gatherings to network, connect, and have FUN with your colleagues! Look for invitations to COM Virtual Faculty Club gatherings.	<ul style="list-style-type: none"> <li>➤ GatorPerks</li> </ul>	
Get involved with UF community service initiatives.	<ul style="list-style-type: none"> <li>➤ Community Service</li> <li>➤ Center for Leadership &amp; service</li> </ul>	
If you travel for work approved conferences, trainings, or other events or have to purchase something approved on your own credit card, it is important to know what is reimbursable.	<ul style="list-style-type: none"> <li>➤ Travel</li> </ul>	
Review your benefits and make sure they are working for you. Every fall you have the opportunity to make changes to your benefits during open enrollment. These changes take effect on Jan 1. You can also make changes to your benefits during the year with a qualifying life event.	<ul style="list-style-type: none"> <li>➤ Benefits Eligibility</li> <li>➤ Benefits Enrollment and Instructions</li> </ul>	
Take advantage of Health and Wellness discounts and programs available to UF Faculty.	<ul style="list-style-type: none"> <li>➤ Wellness</li> </ul>	

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