Pre/Post Doc Fellow

Appointment Checklist

Stipend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UFID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Completed** | Required Steps and Forms |
| **Required for All Fellows** | |
|  | Curriculum Vitae (needed to verify appointment level) |
|  | Verification of Degree |
|  | [Memorandum of Understanding (MOU)](http://hr.ufl.edu/wp-content/uploads/forms/academic/fellowshipmemo.pdf) |
|  | Addendum to MOU |
|  | APFEL Worksheet |
|  | xTrain Appointment |
|  | Payback Agreement (ONLY - 1st year of appointment to training grant- MUST be FedEx’ d and received by NIH before they will accept the appointment) |
|  | Contact Department HR Staff to request:   * [INOP](https://connect.ufl.edu/ehs/occmed/pages/inop.aspx) form – attach to ePAF even if no exam required * Link employee’s “Network Managed By” field to correct * Department ID in UF Directory * Set up GatorLink Account <http://www.gatorlink.ufl.edu/> This will need to be done prior to requesting email account.(N/A only if UF transfer) * HIPPA Training (PRV801) * [Gator 1/UFID](http://www.bsd.ufl.edu/G1C/index.asp) Badge – You will need to request online. * Obtain parking decal through [Transportation and Parking Services](http://www.parking.ufl.edu/pages/facstaffdecals.asp) |
| **Optional UnitedHealthCare Insurance** | |
|  | Electronic copy of UnitedHealthCare Brochure and Visiting Scholar health insurance application |
| **Additional items required for Fellows who are new to UF** | |
|  | [Selective Service Verification](https://www.sss.gov/RegVer/wfVerification.aspx) (for males between the ages of 18-26 years) |
|  | [ePAF](http://hr.ufl.edu/training/myUFL/instructionguides/Hiring%20at%20UF.pdf) initiated in PeopleSoft and attach [loyalty oath](http://www.hr.ufl.edu/recruitment/forms/fourinone.pdf), statement of appointment, MOU, [direct deposit](http://www.fa.ufl.edu/wp-content/uploads/2012/03/fa-ps-dda.pdf) form and [emergency contact form](http://www.hr.ufl.edu/recruitment/forms/emergency.pdf). |

All appointment documents are to be signed by trainee, mentor and training grant PI where indicated. Once forms are complete they are scanned and emailed to Christina Perez in the Dean’s Office. Christina will forward documents to Lisa Yates in C&G for approval and enter ePaf. Appointment will not be approved by Lisa Yates until xTrain appointment is entered (does not need to be accepted).