

College of Medicine
Graduate Assistant Appointments
CHECKLIST
Non-GatorStart / Non-U.S. Citizen

NAME: _____ UF ID: _____ STATUS: _____

DEPT NAME: _____ DEPT CONTACT/PHONE: _____

- **New Hire Demographics Form** – This form must be completed by the department (hard copy submitted to us) & we will enter the information (Please complete “Department Use Only” section)
http://hr.ufl.edu/wp-content/uploads/forms/recruitment/demographic_form.pdf
- **I-9 Employment Eligibility Verification** – Graduate Student should complete, sign & date Section I. Section II should be completed by hiring department (original supporting documents must be provided)
<http://www.uscis.gov/files/form/i-9.pdf>
- **Clear & Enlarged Copies of Driver’s License and Social Security Cards**
- **W-4:** <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- **Four-In-One:** <http://hr.ufl.edu/wp-content/uploads/forms/recruitment/fourinone.pdf>
- **FSR:** <http://www.myfrs.com/imageserver/pdf/cert.pdf>
- **Direct Deposit:** <http://www.fa.ufl.edu/wp-content/uploads/2012/03/fa-ps-dda.pdf>
- **OIG Search** – HHS Office of the Inspector/OIG Exclusion Searchable/Online Database. Please submit screen print from web page with packet: <https://exclusions.oig.hhs.gov/>
- **Compliance Statement** (must be on department letterhead):
<http://adminaffairs.med.ufl.edu/files/2012/06/complianceltroffer.pdf>
- **Winstar Forms/Foreign National Forms** – For students with other than U.S. citizenship. The Winstar forms must be accompanied by (1) copy of the I-20 or IAP66 and the I-94 Card. The Winstar Forms & attachments should be sent tax services, along with additional required paperwork. Packets will be returned from Tax Services, at that time the student will sign the appropriate space and forms should be included in the payroll packet. http://www.fa.ufl.edu/wp-content/uploads/payroll/FNIF_FORM.pdf
- **HIPAA Training** – Resident must complete training once Hire is confirmed in PeopleSoft. Each Department is responsible for ensuring Training has been completed. Admin Affairs **DOES NOT** need a copy
<http://privacy.health.ufl.edu/training/>
- **Emergency Notification Form/Urgent Care Form:**
<http://hr.ufl.edu/wp-content/uploads/forms/recruitment/emergency.pdf/>
- **Marketplace Acknowledgement form:** <http://hr.ufl.edu/wp-content/uploads/forms/benefits/MarketplaceAcknowledgmentForm.pdf>
- **Self-Identify-Foreign Nationals:** <http://hr.ufl.edu/wp-content/uploads/forms/recruitment/self-identify.docx>