

Hire Package Checklist:

- Once you are hired you will receive an email from GatorStart, UF's online paperwork system, with more instructions on your next steps. If you are a UF student, this email will be sent to your ufl.edu account unless you have changed your default email address in your my.ufl account. **In addition to the online paperwork**, you are also required to bring the following documents (located below) into the O'Connell Center. You DO NOT have to wait to complete GatorStart before bringing the hard copy paperwork in to our office.
- You must have your original social security card (a photocopy or faxed copy is NOT acceptable). If you do not have one, go by the social security office (4562 NW 13th St, Gainesville, FL 32609; (800) 772-1213).
- All new employees are required to read the Employee Handbook prior to orientation. Please sign and return the following verification form at your scheduled orientation date.
Employee Handbook (**link can be found on our website**)
[Employee Handbook Verification Form](#)
- Even though this is an exciting and fun work environment, this is a real job with both rewards and consequences. We strive to exceed expectations every day, and we expect you to do so as well; we owe it to our patrons, events and our community.
- Finally and most importantly, please feel free to contact us with any concerns or questions. We are here to support you and are excited to have you as a member of the O'Connell Center Team!

If you have any questions, contact Employee Relations Office by calling 352-392-6535
or email questions to scoc-hire@ufl.edu

The list below details exactly what needs to be turned into our office (Rm. 2115 of the O'Connell Center). **You will not be able to attend orientation until this paperwork is turned into our office and you have completed the online paperwork through GatorStart.**

_____ **Driver's license and original social security card (must be signed). We will make a copy of each when you submit your paperwork.**

_____ **4 in 1 Form *** We only need the first page of this document*****
<http://hr.ufl.edu/wp-content/uploads/forms/recruitment/fourinone.pdf>

_____ **Proof of Selective Service (Men Only)**
Please print the online verification page:
<https://www.sss.gov/Registration/Check-a-Registration/Verification-Form>

_____ **For Federal Work Study Students: A Work Permit**
Obtained on ISIS under awards and distributions

_____ **Payroll Certification Form**
<https://www.oconnellcenter.ufl.edu/wp-content/uploads/2016/12/Payroll-Signature-Certification-2015.pdf>

If you are not a citizen of the United States, we will also need a copy of your permanent resident card (Green Card).