

## Hire Package Checklist:

- You are required to bring the following documents (located below) into the Employee Relations Office at the O'Connell Center. 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).
- You will be receiving an email from First Advantage, a background checking company. Please complete the steps in the email in order to conduct your background check. Be sure to complete this as soon as possible; all paperwork processing will be delayed until the background check is complete.
- After you have submitted your paperwork to our office, 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.
- 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. In return you will get the opportunity to have an amazing employment experience. Not many people can say they helped set a stage for a major concert, worked behind the scenes for Gator Growl and monitored the Rowdy Reptiles during a sold-out basketball game.
- 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](mailto: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.**

\_\_\_\_\_ **Government Issued ID ([click here for list of approved documents](#)) and your original social security card (must be signed). We will make a copy of each when you submit your paperwork.**

\_\_\_\_\_ **New employees are required to read the Employee Handbook and commit to our E<sup>2</sup> Pledge prior to orientation.**

[Employee Handbook Verification & E2 Form](#)

\_\_\_\_\_ **Hire Paperwork Cover Page**

<https://www.oconnellcenter.ufl.edu/wp-content/uploads/2018/09/Hire-Paperwork-Cover-Page.docx>

\_\_\_\_\_ **New hire Demographic Form (hire date and business address can be left blank)**

[https://hr.ufl.edu/wp-content/uploads/2018/04/demographic\\_form.pdf](https://hr.ufl.edu/wp-content/uploads/2018/04/demographic_form.pdf)

\_\_\_\_\_ **4 in 1 Form \*\*\* We only need the first page of this document\*\*\***

<https://www.oconnellcenter.ufl.edu/wp-content/uploads/2017/01/FourInOneForm.pdf>

\_\_\_\_\_ **Proof of Selective Service (Men Only).** Please print the online verification page:

<https://www.sss.gov/verify/>

\_\_\_\_\_ **For Federal Work Study Students: A Work Permit**

Students seeking FWS jobs should print and submit their **Financial Aid Award Page**, which contains the Federal Work Study award

\_\_\_\_\_ **Payroll Certification Form**

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