

TEAMS New Employee Individual Onboarding Checklist



- Familiarize yourself with your workspace
- Meet your colleagues and tour your department
- View [Welcome to UF](#)
- Review the [Experience UF](#) and [Guide to Greater Gainesville](#)
- Review the [Employee Handbook](#)



- View [Online UF New Employee Orientation](#)
- Familiarize yourself with the Office of Teaching and Technology and your department
- Discuss your role and performance appraisal process with your manager
- Review [Your Benefits Options](#)
 - **If you want your benefits to begin the month following your hire month contact [UF Benefits](#) as soon as possible**
- Review [UF Retirement](#)
- Review [Time Away](#) to learn more about how various types of leave are earned, credited, and granted



- **You MUST enroll within 60 days from your hire date in one of UF's benefits packages. If you want your benefits to begin the month following your hire month contact [UFHR Benefits to request an appointment](#) as soon as possible.**
- For immediate assistance email benefits@ufl.edu or call (352) 273-2840.
- Look out for emails and/or mailings from UF Benefits, People First (State of Florida insurance administrator), and the Florida Retirement System.
- Make sure your mailing address is correct. Update in [ONE.UF](#)



- View [Retirement Plan Overviews](#)
- **You have 90 days to enroll in the SUSORP Plan if you are eligible for this plan and wish to enroll.** If you miss the deadline or do not want to enroll in the plan you can enroll in an FRS plan.
- **You have 8 months from your date of hire to enroll if you are eligible for the Florida Retirement System (FRS) plans.** If you do not make an election by the last business day of the 8th month following your month of hire, you will automatically default into the FRS Investment Plan.



Schedule a meeting with your supervisor to complete your 3-month check-in



Complete probationary appraisal with your supervisor
Begin professional development class at UF HR.



Identify what you like about your job, the challenges, & professional development you're interested in. Set goals and a career development plan with your supervisor