

OPS (Temporary) New Employee Individual Onboarding Checklist



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



- Familiarize yourself with the Office of Teaching and Technology and your department
- Discuss your role with your manager
- Review [Temporary Staff & Adjunct Faculty \(OPS\) Benefits Options](#)
 - **If you want your benefits to begin the month following your hire month contact [UF Benefits](#) as soon as possible to check into this.**
 - You will be eligible for state benefits if your FTE is .75 (30 hours per week) or greater, and you will have 60 calendar days from your hire date to enroll, as this action is not automatic. Information on available plans, eligibility, and enrollment can be found on the Benefits website located [here](#). Please contact UFHR Benefits at (352) 392-2477 or benefits@ufl.edu if you have questions or need further information.
- Review [FICA Alternative Plan](#) and [Voluntary Retirement Savings Plans](#)
 - The Federal Insurance Contributions Act (FICA) Alternative Plan is a mandatory retirement savings plan under Internal Revenue Code section 401(a) with Fidelity Investments and is required for eligible OPS employees. **Enrollment is automatic with a contribution rate of 7.5% bi-weekly**; information regarding eligibility can be located at <https://benefits.hr.ufl.edu/retirement/fica-alternative-plan/>. You may also voluntarily participate in other retirement saving plans; information regarding these plans may be viewed by navigating to <https://benefits.hr.ufl.edu/retirement/voluntary/>.
- Make sure your mailing address is correct. Update in [ONE.UF](#)
- Review [Time Reporting: The basics of reporting your time at UF](#)
- Review [Entering & Adjusting Time: Hourly OPS \(Non-Exempt\)](#)
- Review [Schedule of Paydays and Critical Dates](#)
- Review [GatorPerks Discount Program](#)
- How to [view your paycheck](#)

