

TEAMS New Employee Individual Onboarding Checklist



- Familiarize yourself with your workspace
- Meet your colleagues and tour your department
- View [Welcome to UF](#)
- Review the [Get to Know UF and Gainesville Area Flyer](#)
- Review the [Employee Handbook](#)



- View [Online UF New Employee Orientation](#)
- Familiarize yourself with DCP and your department
- Discuss your role and performance appraisal process with your manager
- Review [UF Benefits Landscape](#) and [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 Landscape](#)
- Review [Time Away](#) to learn more about how various types of leave are earned, credited, and granted



- Research the [My UF Benefits](#) page. ALEX, an online benefits counselor can help you make your best benefits decisions ever. Benefits can be very confusing, and UFHR has this tool to help UF Faculty, Staff, Graduate Assistants and Post-docs. ALEX also helps with retirement.
- 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 [UF PeopleSoft](#) –through myUFL portal.
- **You have 60 days from your hire date to enroll in one of UF's benefits packages.** However, you may wish to make your coverage elections as soon as possible so your insurance coverage can begin sooner.



- 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