

Congratulations on your new position with the College of Journalism and Communications at the University of Florida! We are so excited that you are joining our team and we want to make this a smooth and easy transition.

Before you arrive at CJC

- ☐ You will receive an email from [UF Transportation and Parking Services \(TAPS\)](#) with details about your two-week temporary parking permit. For any employees that need special accommodations for parking can visit the [Disabled Parking webpage](#).
- ☐ You will receive a notification email from the [Gator Card Office/Reitz Union](#) to pick up your Gator 1 ID Card, which is required for building access and security
- ☐ [Review UF Policies and Regulations](#)
- ☐ Review [TEAMS/USPS Employee Handbook](#) and [UF Faculty Handbook \(Faculty Only\)](#)

First 30 Days

- ☐ Have you enrolled in your [benefits](#) and reviewed your [retirement options](#)? Don't forget to schedule an [appointment with an HR Benefits representative](#).
- ☐ Do you know how to manage your [leave](#)?
- ☐ [Check your paycheck](#) in PeopleSoft and make sure you understand how to read it. Ensure payroll deductions are coming out properly.
- ☐ Complete the [Title IX Training](#).
- ☐ Look out for an invitation via email to CJC's New Staff Orientation or New Faculty Orientation.
- ☐ Continue to review the [CJC website](#) and [HR website](#) including the [Toolkit Resource Center](#).
- ☐ Review your available [GatorPerks](#).
- ☐ Review the [Collective Bargaining Agreement \(Faculty Only\)](#)

First 60 Days

- ☐ *(Staff Only)* Make sure you review the [UF Engaged Toolkit](#) to prepare for your Mid-Point Probation Check-in.
- ☐ Have you enrolled in your [health benefits](#)? If you miss the 60 day enrollment deadline you will have to wait until the next open enrollment period.

First 90 Days

- ☐ *(Staff Only)* Complete your Mid-Point Probation Check-in. Please refer to the [UF Engaged Toolkit](#).
- ☐ Have you enrolled in your [retirement benefits](#)? If not, after 90 days, you will be automatically enrolled in a retirement plan.

First 6 Months

- ☐ *(Staff Only)* Complete your final Probation Check-in. Please refer to the [UF Engaged Toolkit](#).

Helpful Resources

[Frequently Asked Questions](#)

[Work-Life at UF](#)

[UF Public Safety](#)

[UFPD – Active Assailant Scenario](#)

[Faculty and Staff Resources](#)

[Dining Options on Campus](#)

[CJC Governance](#)

As you continue your journey of learning, growth, and success within the College of Journalism and Communications, please feel free to reach out to the [Human Resources team](#) if you have any questions or need assistance along the way. We are here to support you.

“Success is the sum of small efforts, repeated day in and day out.” — Robert Collier

We look forward to seeing all that you accomplish as part of our CJC community.

Go Gators!

