The following are actions hiring departments may need to take while assisting a new employee in their onboarding process.

To access GatorStart:
Click **Main Menu** > **Departmental Administration** > **GatorStart** > **GatorStart Onboarding Web Manager and I-9 Management**

1. **Look up An Employee**: Choose *Search Employees* from the WebManager Menu, then type in the employees first and last name (the last four of the SSN is optional).

   - To see the individual's details, click on the employee's name to open the GatorStart packet. Once open, you can see their information and view their completed forms.


2. **Review Current State of the GatorStart Packet**: Lookup an employee in GatorStart and the current state of the packet is available on the far-right column.

3. **Reset Password**: If the social security number or date of birth for the new employee is updated in the GatorStart packet, the hiring department will need to click on the *Reset Password* button to reset the employee's password to reflect the change. The information must also be updated in myUFL system.

   - Resetting the password also frequently fixes login difficulties. An employee's password will be composed of the employee's last four digits in their social security number (or Temp ID if they are a foreign national) and the four-digit year of the employee's birth.

4. **Resend Invitation**: An invitation can be resent to a new employee anytime by clicking on the *Resend Invitation* button. When updating the new employee's email address in the GatorStart packet, the hiring department will need to click on the *Resend Invitation* button to email a GatorStart invitation to the updated email address.

5. **Cancel Packet:** If the hiring department needs to cancel a packet, please contact UFHR Employment Operations & Records at ufhr-employment@ufl.edu
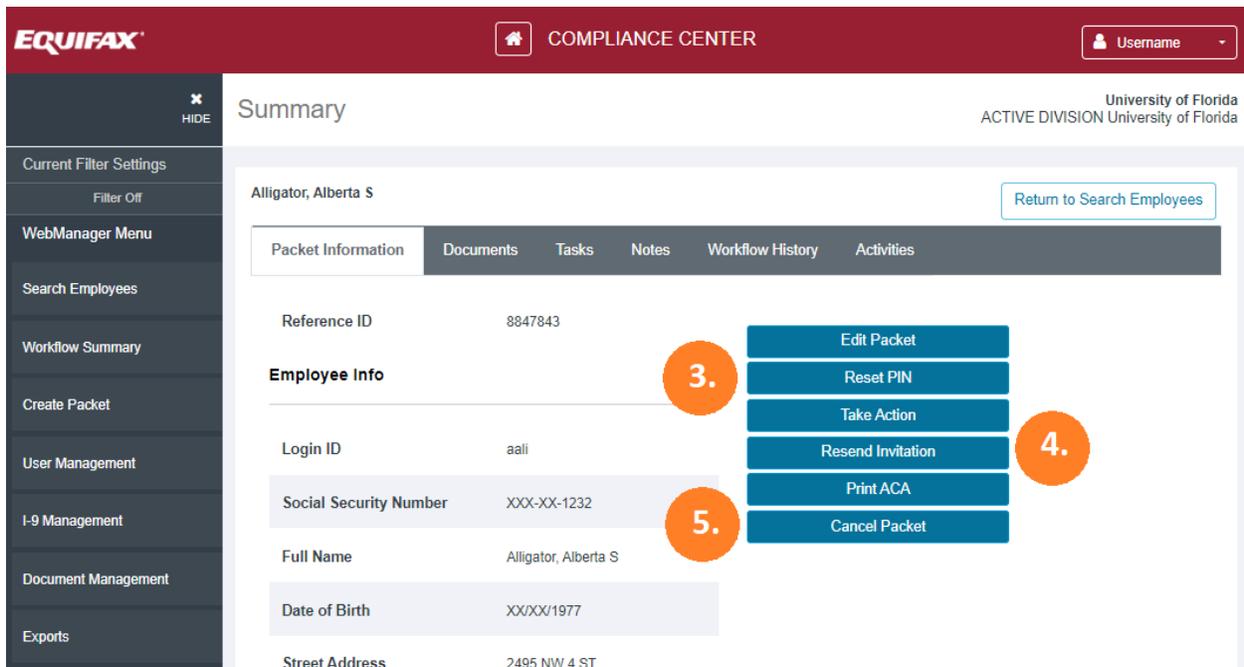
6. **Change Employee Information**: Hiring departments can edit the new employee's *Personal Information* section prior to the individual completing that section of the GatorStart packet. This includes correcting the new employee's social security number, legal name, date of birth, physical address, phone number, email, start date, and department number. Please note any changes made to the *Personal Information* section in GatorStart must also be updated in myUFL.

   - Certain sections of the employees' *Personal Information* have character limits that prevent employees from continuing their packet. The apartment number section has a 5-character limit, the middle initial has a 1-character limit, and the ZIP code section has a 10-character limit.

7. **Reviewing Onboarding Documents in GatorStart**: From the *Documents* tab, click on each individual document title to see that employee's completed form. Please note, the FRS form can be reviewed once it is completed by the employee to confirm their retirement/distribution status.

8. **Review the Status of Individual Documents**: A checkmark in the *EC* (Employee Completed) column for the document indicates the employee completed that document. In the EC column, if a document is unchecked, then that document still needs to be completed.

9. **Printing Onboarding Documents in GatorStart**: From the *Documents* tab, click on the far-right white box in the gray row to select all the documents in the column, or click the white boxes next to the documents needed, and then click *Print Checked*. Please note, it may be faster to print out the individual documents in lieu of the entire packet at once.

10. **Review Activity Timestamps**: Click on the *Activities* tab to review the last section of the onboarding paperwork worked on by the employee. In this section you can view the timestamps for the activities completed in the packet.