

Agenda for New Employee Orientation

Presentation	Topics	Presenter	Time
Welcome & Introduction	Overview of day	Training & OD Staff	8:30-8:40
Overview of UF Employment	<ul style="list-style-type: none"> • Welcome and Introductions • General benefits of UF employment • Useful background information • Your TEAMS appointment • Workplace policies and procedures 	Training and Organizational Development (352) 392-4626 www.hr.ufl.edu/training	8:40-10:00
Security at UF	<ul style="list-style-type: none"> • General overview • Personal safety • Traffic policies • Resources 	University Police Department (352) 392-1111 www.police.ufl.edu	10:00-10:15
<i>Break</i>			<i>10:15-10:25</i>
Retirement	<ul style="list-style-type: none"> • Overview of retirement options available for TEAMS 	University Retirement (352) 392-2HRS www.hr.ufl.edu/retirement	10:30-11:00
Benefits	<ul style="list-style-type: none"> • Overview of benefits • Insurance providers • Types of insurance available 	University Benefits (352) 392-2HRS www.hr.ufl.edu/benefits	11:00-12:30

** This session does not include enrollment for benefits. Benefits Enrollment for Faculty and Staff provides benefits enrollment assistance for new hires at UF and is scheduled separately.*