

# Staff Orientation

Office of Human Resources  
University of Pittsburgh

# Orientation Agenda

- History, Structure, Governance
- Human Resources Overview
- Payroll Department
- Paid Time Off and How to Track it
- Panther Card
- Office for Equity, Diversity, & Inclusion
- Pitt IT
- Campus Resources
- Benefits

# University Statistics



- **33,000+** undergraduate, graduate, and doctorate students
- **7,800+** full- and part-time staff
- **5,500+** full- and part-time faculty
- **336,000+** alumni



## Board of Trustees

- Chairman & Chancellor (Officers)
- 36 Trustees
- 8 Commonwealth Trustees
- 4 Members Ex-Officio
- 29 Emeritus Trustees
- 1 Secretary of the Board

## Senior Leadership

<b>Joan Gabel</b> Chancellor	<b>Ariel C. Armony</b> Vice Chancellor, Global Affairs	<b>Vacant</b> Vice Provost, Student Affairs	<b>David Brown</b> Vice Chancellor, Government Relations and Advocacy	<b>Kris Davitt</b> Senior Vice Chancellor, Philanthropic and Alumni Engagement
<b>David N. DeJong</b> Senior Vice Chancellor, Business and Operations	<b>Lina Dostilio</b> Vice Chancellor, Engagement and Community Affairs	<b>James W. Gallaher, Jr.</b> Vice Chancellor, Human Resources	<b>William Haldeman</b> Vice Chancellor and Chief Strategy Officer	<b>Mark D. Henderson</b> Vice Chancellor and Chief Information Officer
<b>Heather Lyke</b> Director of Athletics	<b>Joseph J. McCarthy</b> Interim Provost and Senior Vice Chancellor	<b>Clyde Wilson Pickett</b> Vice Chancellor, Equity, Diversity, and Inclusion	<b>Rachel Decker Richelieu</b> Vice Chancellor, Communications & Marketing	<b>Rob A. Rutenbar</b> Senior Vice Chancellor, Research
<b>Hari Sastry</b> Senior Vice Chancellor and Chief Financial Officer	<b>Anantha Shekhar</b> Senior Vice Chancellor, Health Sciences and Dean, School of Medicine	<b>Paul Supowitz</b> Special Assistant for Strategic Initiatives	<b>Geovette Washington</b> Senior Vice Chancellor and Chief Legal Officer	<b>Kevin Washo</b> Senior Vice Chancellor, University Relations and Chief of Staff

# University Leadership Structure



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# Plan for Pitt

The University's strategic plan, the Plan for Pitt, gives students, faculty and staff the **opportunities and environment needed to thrive**. The plan prioritizes **inclusion – building channels for connection and collaboration within a community that is vibrant in voice, identity, and experience**. It also **advocates for autonomy, recognizing the importance of pursuits and perspectives that break barriers**. Our values shape who we are today and where we are going next:

Academic Excellence	Collaboration	Innovation	Inclusion	Sustainability	Community
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**The University's mission focuses our success in three areas:**

<b>Our People</b> <i>Who we are</i>  We are a diverse community of scholars, learners, partners and leaders dedicated to a common cause: the pursuit of knowledge.	<b>Our Programs</b> <i>What we do</i>  Our initiatives and operations fuel opportunities of the highest quality in three key areas: academic excellence, research and scholarship, and community service.	<b>Our Purpose</b> <i>The difference we make</i>  We improve lives and communities – at every scale – by creating knowledge and leveraging our expertise to tackle some of society's greatest and most pressing challenges.
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**The Plan for Pitt identifies how and where we want to improve, calling for:**

- Adding institutional strengths and reputational drivers in the areas of academics, research and scholarship, and community service
- Enhancing the University's capacity to help improve lives, systems, and communities
- Nurturing opportunities for Pitt community members to grow individually and to collectively create, use, and share knowledge

Learn about the Plan for Pitt by visiting [plan.pitt.edu](https://plan.pitt.edu)

# Human Resources Departments

<b>Benefits</b> <i>833-852-2210</i>	<b>Compensation</b> <i>412-624-7000</i>	<b>Employee &amp; Labor Relations</b> <i>412-624-4645</i>
<b>HR Administration</b> <i>412-624-7000</i>	<b>HR Information Systems</b> <i>412-624-7000</i>	<b>HR Shared Services</b> <i>412-624-7000</i>
<b>Organization Development</b> <i>412-624-8044</i>	<b>Talent Acquisition</b> <i>412-624-7000</i>	<b>University Child Development Center</b> <i>412-383-2100</i>

Contact the Office of Human Resources at [hr.pitt.edu/contact-ohr](https://hr.pitt.edu/contact-ohr)



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# Provisional Period

- Every staff employee has a provisional period to learn the job and to ensure a good fit
- Six-month provisional period for all employees
- Provisional must be complete before receiving tuition benefit
- Six-month provisional period before applying for other positions at the University

# Provisional Reviews

- Three provisional reviews will be completed for each new employee
  - Orientation to the department during your first week of employment
  - Midpoint evaluation
  - End of provisional
- Keep track of midpoint and end of provisional dates
- Keep track of accomplishments
- Keep the lines of communication open with your supervisor throughout the year

# Annual Performance Reviews

- Performance review period follows the University's fiscal year of July 1 to June 30
- Every staff member should receive a performance review
- Performance reviews are typically completed during the spring term

# Health Insurance Portability and Accountability Act of 1996 (HIPAA)

- The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted to protect the privacy and security of health-related personal information.
- HIPAA requires institutions that store, transmit, and manage personal medical information to have control over the confidentiality, integrity, and availability of this data.
- The University has established guidelines for complying with HIPAA and has established specific computer security controls that must be enacted on any University computer system that stores, transmits, or manages HIPAA data.

*Additional HIPAA information available at [pitt.edu/HIPAA](http://pitt.edu/HIPAA)*



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# Personal Use of University Time and Property

- Personal cell phone use should not interfere with your work and should be kept to a minimum.
- The University's email address cannot be used for personal mail.
- Personal use of University resources is not permitted (photocopiers; local and long-distance telephone and fax services; mail services; supplies and equipment).

# Required Trainings

**Required training for all staff** (must be completed within Provisional Period):

- Discrimination and Harassment Prevention (*required of all employees*)
- Preventing Discrimination and Sexual Violence: Title IX, VAWA, and the Clery Act for Faculty & Staff
- Information Security Awareness Training (*for full-time staff only*)


**Required per position:**

- Child Abuse Recognition and Reporting online course (*for position that work around minors*)
- HIPAA training
- Environmental Health & Safety trainings

To access available training courses, log into the My Pitt portal, select “Browse Categories” below the search bar, select “Human Resources” from the dropdown menu, and choose the required training to complete.

**Note:** Access to the Discrimination and Preventing Discrimination & Sexual Violence trainings are not available until **7-10 business days after your start date**.



 University of Pittsburgh

Pitt Passport

**Username**

**Password**

Submit

[Forgot password?](#) | [Need Help?](#)

[New Account Activation](#)

**Important Login Information**

Before entering your University Computing Account credentials, verify that the URL for this page begins with: [passport.pitt.edu](https://passport.pitt.edu). In the Safari browser, you may need to click or tap your address bar to view the URL.

Your credentials are your key to accessing online resources at Pitt. Never share them with anyone---for any reason.


You must completely exit your web browser when you are done accessing services that require authentication, otherwise your login will remain in effect.

[pitt.edu](https://pitt.edu) | [my.pitt](#)

# University of Pittsburgh Portal

# University of Pittsburgh Portal


## Student, Faculty, and Staff Resources



**Daily COVID-19 Health Check**  
*Login Required (All Campuses)*

i


♥



**Daily COVID-19 Health Check**  
*Public/Guest (All Campuses)*

i

♥




**Check Compact Status**  
*Login Required (All Campuses)*

i

♥


## Student, Faculty, and Staff Resources



**Remote Learning, Teaching, and Work Res...**  
*(All Campuses)*

⋮


♥



**Student Services**  
*(All Campuses)*

⋮


♥



**Faculty Services**  
*(All Campuses)*

⋮

♥




**Staff Services**  
*(All Campuses)*

⋮

♥


## Most Popular



**Pitt Email**  
*Outlook (All Campuses)*

i


♥



**Student Center**  
*PeopleSoft (All Campuses)*

i


♥



**Pitt Worx**  
*Pitt Worx Login (All Campuses)*

i


♥



**Access the Student Information System**  
*PeopleSoft (All Campuses)*

i


♥



**Daily COVID-19 Health Check**  
*Login Required (All Campuses)*

i


♥



**Canvas**  
*Learning Management System (A...*

i


♥



**PeopleSoft Mobile**  
*PS Mobile (All Campuses)*

i


♥



**Access pitt.box.com**  
*Box (All Campuses)*

i


♥



**The PantherExpress System**  
*Jaggaer/SciQuest (All Campuses)*

i

♥



**ZOOM**  
*(All Campuses)*

i

♥

See More



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# Payroll Department

[payroll.pitt.edu](http://payroll.pitt.edu)



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# When is Payday?

- The University has two payrolls: monthly and biweekly
- Payday for monthly employees (*salaried/exempt employees*)
  - Last working day of each month
- Payday for biweekly employees (*hourly/non-exempt employees*)
  - Every other Friday (*exceptions may occur due to holidays*)

# My Pitt (my.pitt.edu)

Search for “Pitt Worx” on the My Pitt homepage.

The screenshot shows the My Pitt homepage with a search bar in the top right corner. The search bar contains the text "Pitt Worx" and a magnifying glass icon. Below the search bar, a dropdown menu displays search results. The results are filtered by "Pittsburgh" and "Staff". The results are organized into two sections: "Tasks" and "Task Centers".

**Tasks**

- Pitt Worx Resources (Pitt Worx)
- Pitt Worx (Pitt Worx Login)
- Submit My Time card (Pitt Worx)
- Update Personal Status (Pitt Worx)
- Change My Address as an Employee (Pitt Worx)

**Task Centers**

- Pitt Worx
- Remote Learning, Teaching, and Work Resources
- Disability Resources & Services
- Pitt App Center
- Pitt App Center - All Android Apps

The homepage also features several other sections:

- Student, Faculty, and Staff Resources**: This section includes two "Daily COVID-19 Health Check" tiles (one for "Login Required (All Campuses)" and one for "Public/Guest (All Campuses)") and two "Remote Learning, Teaching, and Work Resources" tiles (one for "All Campuses" and one for "All Campuses").
- Most Popular**: This section includes four tiles: "Pitt Email Outlook (All Campuses)", "Pitt Worx Pitt Worx Login (All Campuses)", "Student Center PeopleSoft (All Campuses)", and "Daily COVID-19 Health Check Login Required (All Campuses)".

At the bottom of the page, there are four navigation links: "Access the Student", "PRISM", "Canvas", and "Access pitt.box.com".



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# My Pitt (my.pitt.edu)

Launch Pitt Worx from search results page.

The screenshot shows the myPitt website interface. At the top, the University of Pittsburgh logo and 'myPitt' branding are on the left. A search bar on the right contains the text 'Pitt Worx'. Below the search bar, there are links for 'Browse Categories', 'Pittsburgh', and 'Staff'. A yellow banner below the header indicates 'Search Results'. The main content area is titled 'Search Results: Tasks' and features a grid of task cards. Each card includes an icon, a title, a subtitle, and an information icon. The tasks listed are: 'Pitt Worx Resources', 'Pitt Worx', 'Submit My Time card', 'Approve Time Cards', 'Update Personal Status', 'Update Personal Contact Information', 'Change My Address as an Employee', 'Compost', 'Connect With Sustainability Leaders', and 'Employment Opportunities for Current Employees'. A 'See More' button is located at the bottom right of the task grid. On the right side of the search results, there are buttons for 'Clear Filters' and 'Back'.

University of Pittsburgh | myPitt

Pitt Worx

Browse Categories ▾ Pittsburgh ▾ Staff ▾

Search Results

Search Results: Tasks

Clear Filters Back

**Pitt Worx Resources**  
Pitt Worx (All Campuses)

**Pitt Worx**  
Pitt Worx Login (All Campuses)

**Submit My Time card**  
Pitt Worx (All Campuses)

**Approve Time Cards**  
Pitt Worx (All Campuses)

**Update Personal Status**  
Pitt Worx (All Campuses)

**Update Personal Contact Information**  
Pitt Worx (All Campuses)

**Change My Address as an Employee**  
Pitt Worx (All Campuses)

**Compost**  
Facilities Management, Office of ...

**Connect With Sustainability Leaders**  
Office of Sustainability (All Camp...

**Employment Opportunities for Current Employees**  
Pitt Worx (All Campuses)

See More

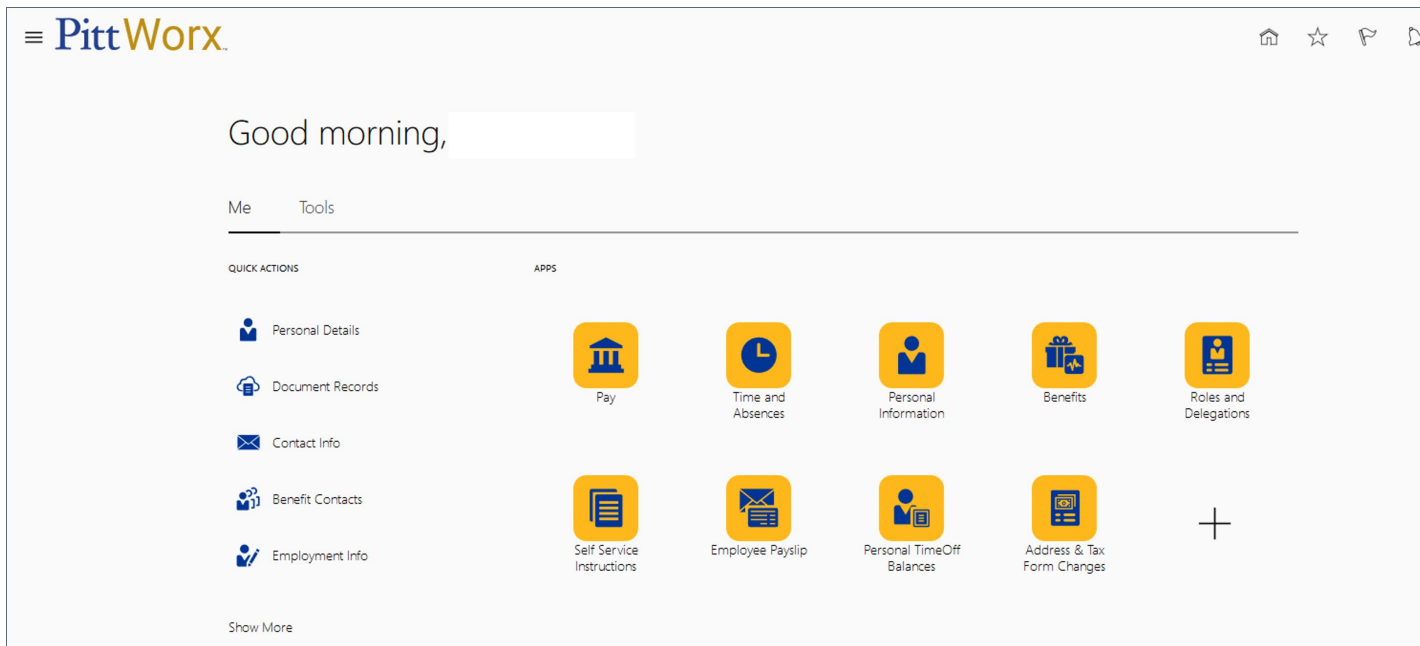


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# Pitt Worx Employee Self-Service

Use Employee Self-Service in Pitt Worx to update your Direct Deposit, W-4, or Address or view pay statements.

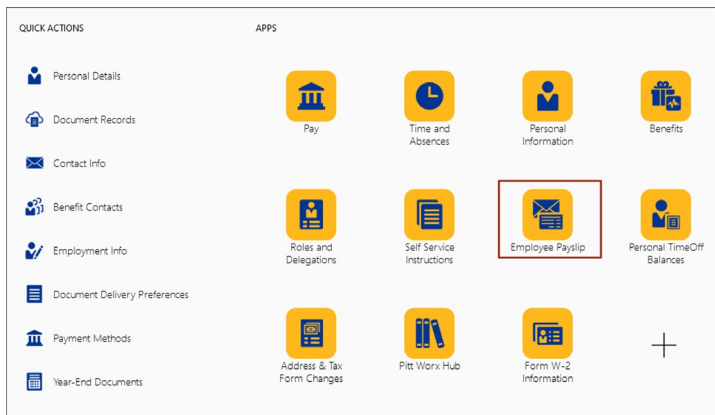


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# Online Pay Statements

- Pay statements can be accessed online in the Employee Payslip section of Pitt Worx Employee Self-Service
  - Available on payday
  - View statements up to three years prior
  - Lists earnings and deductions
- If you forget your username or password, contact the Technology Help Desk for assistance at 412-624-4357 or [helpdesk@pitt.edu](mailto:helpdesk@pitt.edu)



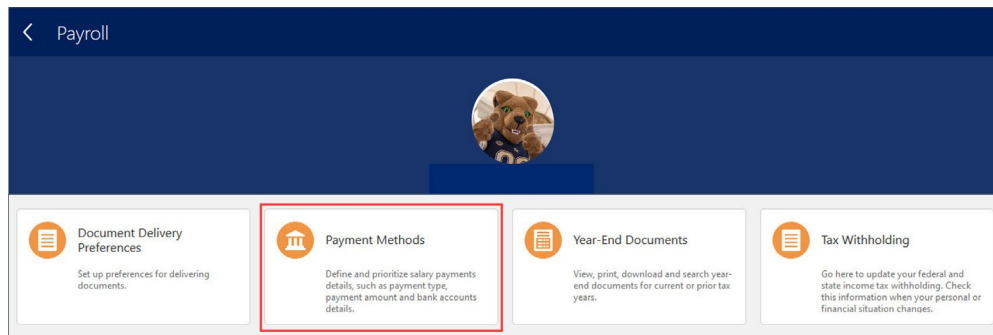
# Tax Information

Description	Rate
Social Security	6.2%
Medicare	1.45%
Federal Income Tax	Based on Form W4
SIT – PA	3.07%
SUI – PA	.06%
Local EIT	Rates vary by address
Pittsburgh OCC	\$4.33 (monthly) \$2.00 (biweekly)



# Online Direct Deposit Form

- Direct deposit is **mandatory for all new hires**
- You may add and edit personal payment information, including payment methods and your bank account details, within the Pitt Worx system
- After logging into Pitt Worx, select “Pay” under the Apps section of the “Me” page
- Please note that **direct deposit is the only supported payment method**
- If you remove your personal payment information from Pitt Worx, **your paycheck will no longer be paid via direct deposit**; you will receive a check



# Tax Form Changes

- In Pitt Worx, select the Address & Tax Form Changes icon under the APPS section of the Me page. You will be redirected to Pitt Passport to access your forms. (*image 1*)
- From the home screen, review your home address and work address – this will drive what forms are presented to you. If no changes are needed to your home address, select Continue to Forms under the home address. (*image 2*)
- You will be presented all applicable federal, state, and company forms based on your home and work addresses.

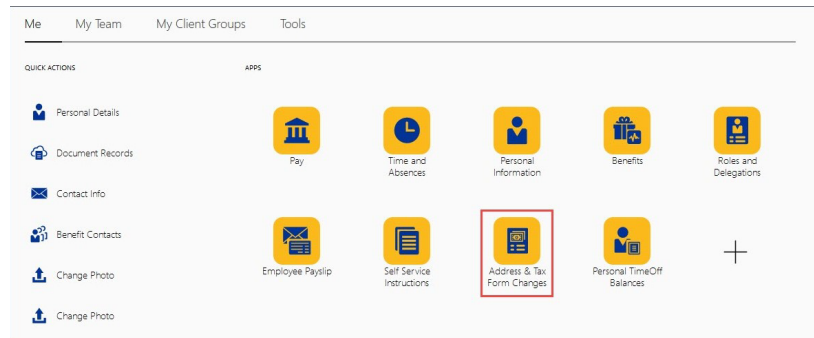


Image 1

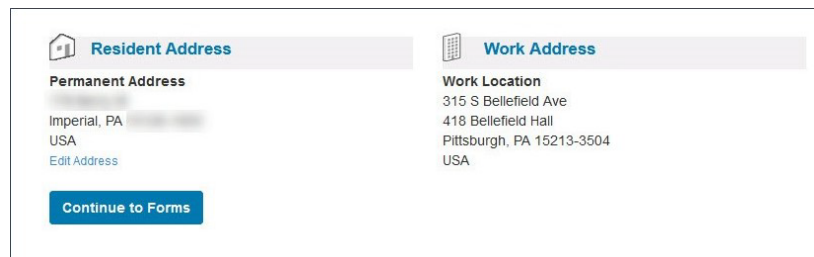


Image 2

Visit the Pitt Worx Hub at [pi.tt/pittworx-hub](https://pi.tt/pittworx-hub)

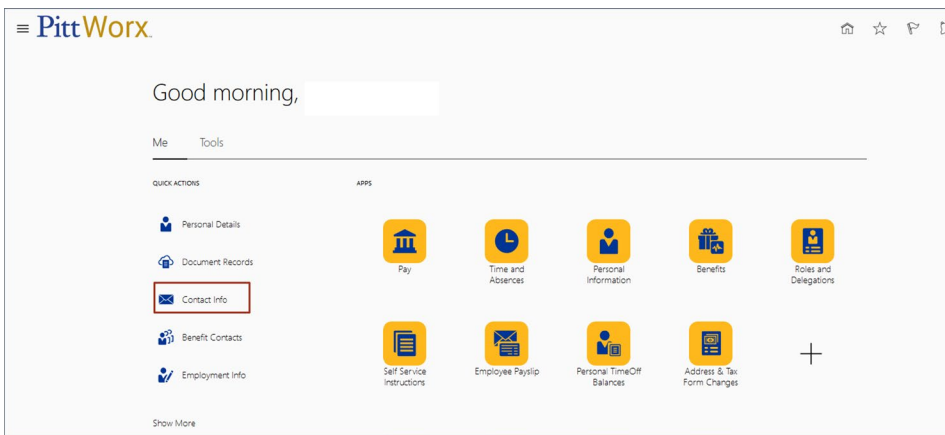


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# Online Residency Certification Form

- You must list your permanent address; P.O. boxes are not permitted
- Local taxes are calculated based on the address in the system
- Your annual W-2 tax form will be sent to your address on record
- Address can be changed in the “Contact Info” section of Pitt Worx Employee Self-Service



# Electronic Form W-2: Employee Consent

- The Payroll Department is excited to announce that you now have the option to receive your Form W-2 (IRS Wage and Tax Statement) electronically. You will have the option to go paperless 45 days after your date of hire and opt in to review your Form W-2 electronically in Pitt Worx.
- To opt in, log into the my.pitt.edu portal, select “Pitt Worx” from the task list, then select “Form W-2 Information” from the “Me” section of the homepage.
- Benefits of receiving an electronic W-2 form:
  - **Safe.** Reduces the risk of identity theft, reduces the risk of a Form W-2 being lost in the mail, secures your personal information.
  - **Fast.** Electronic W-2 forms will be available before mailed forms. Employees will be notified in Pitt Worx when their W-2 is available to view and print.
  - **Accessible.** W-2 statements will be accessible in Pitt Worx whenever necessary by all active employees.
  - **Green.** Help us advance our sustainability goals. If electronic consent is provided, a paper W-2 form will not be printed and mailed.

*Visit the Payroll website to learn more about the electronic Form W-2 and how to opt in at [payroll.pitt.edu/employee-self-service/#electronicw2](https://payroll.pitt.edu/employee-self-service/#electronicw2)*



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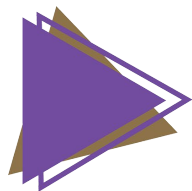
# Payroll Website

- Frequently asked questions
- Pay schedules (including Compensation and Overtime)
- Paycheck calculator for estimating your pay
- Forms and instructions
- Information on employment verification
- Tax information

*Visit the Payroll website for all resources at [payroll.pitt.edu](https://payroll.pitt.edu)*

# Greater Pittsburgh Federal Credit Union (GPFCU)

- Exclusive membership
- Checking/Savings Accounts
- Automatic withdrawal into your credit union account
- Located in Webster Hall at 4415 Fifth Ave, Suite 100



Greater Pittsburgh  
Federal Credit Union

*Additional information is available at [greaterpittsburghfcu.org](https://greaterpittsburghfcu.org)*



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# University-Wide Closure and Class Cancellation Policy

- The Chancellor will make a decision in consultation with appropriate members of the University's administration
- When executing this policy, the Chancellor may decide to either:
  - Close the entire University, including cancelling all classes, events, and activities; or
  - Cancel classes at the University, but allow certain University events and activities to continue
- In instances when the University is not closed, University members (including all faculty, staff, and students) are urged to use their own discretion in deciding whether they can safely commute to the University

**Note:** Employees covered by collective bargaining agreements will be governed by those agreement terms.

*Read the University-Wide Closure and Class Cancellation Policy at [policy.pitt.edu/university-closure-and-cancellation](https://policy.pitt.edu/university-closure-and-cancellation)*



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# 11 Paid Holidays

- New Year's Day
- Dr. Martin Luther King Jr Day
- Spring Holiday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas

**Note:** Union staff should refer to their collective bargaining agreement.

*Review the current academic calendar at  
[provost.pitt.edu/students/academic-calendar](https://provost.pitt.edu/students/academic-calendar)*



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# Winter Recess



- Non-essential departments may be closed for operation
- Some essential departments must be staffed based on business demands
- Paid time off for some staff
- Separate compensatory arrangements may be made for working on the actual holiday

**Note:** Union staff should refer to their collective bargaining agreement through the University.



# Paid and Unpaid Time Off

- Sick Time
- Vacation Time
- Personal Time
- Holidays
- Winter Recess
- Bereavement, Jury Duty, and Military Leave
- Leave of Absence
- Family and Medical Leave Act (FMLA)
- Paid Parental Leave
- Approved Absence
- Paid Volunteer and Professional Development Time

**Note:** Refer to the Staff Handbook for more info on paid and unpaid time off, as well as how to record it on your time card.

*The Staff Handbook is available at [hr.pitt.edu/staff-handbook/paid-and-unpaid-time-off](https://hr.pitt.edu/staff-handbook/paid-and-unpaid-time-off)*



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# Vacation Accrual

**Full-time staff** will accrue vacation time each pay period (monthly and biweekly accruals based on chart).

37.5 Hours per Week Schedule (Vacation)				
Years of Service	Monthly Accrual in HOURS	Biweekly Accrual in HOURS (26 pays/year)	Max in HOURS	Max in DAYS
0-5 years	6.25 hrs	2.885	75.0 hrs	10 days
6-10 years	9.375 hrs	4.327	112.5 hrs	15 days
11-20 years	12.5 hrs	5.769	150.0 hrs	20 days
21 or more years	15.625 hrs	7.212	187.5 hrs	25 days
40 Hours per Week Schedule (Vacation)				
Years of Service	Monthly Accrual in HOURS	Biweekly Accrual in HOURS (26 pays/year)	Max in HOURS	Max in DAYS
0-5 years	6.667 hrs	3.077 hrs	80.0 hrs	10 days
6-10 years	10 hrs	4.615 hrs	120 hrs	15 days
11-20 years	13.333 hrs	6.154 hrs	160 hrs	20 days
21 or more years	16.667 hrs	7.692 hrs	200 hrs	25 days



# Vacation Accrual

- **Part-time staff** accumulate time on a pro-rated basis, depending on the percentage of effort. Please refer to the Staff Handbook.
- **Union staff** should refer to their collective bargaining agreement.
- You will accrue a proration of paid vacation, at your designated rate, during your first work month.
- Staff on nine or 10 month assignments accumulate hours of vacation during the active working months based on years of services.



# Vacation Usage

- Vacation time must be accrued before taken
  - Time is accrued the last day of a pay period and will be available to use the first day of the following pay period
- Upon reaching the maximum vacation time accrual, you will cease to accumulate additional time
- Must get supervisor's approval prior to scheduling vacation time
- Your supervisor has the right to deny a request based on operational needs



# Personal Time

- **Full-time staff are granted 22.5 hours of personal time (3 days) at the beginning of the fiscal year (July 1)**
  - Full-time staff that begin employment July through December will receive 22.5 hours (3 days) for the fiscal year
  - If employment begins between January through April, 15 hours (2 days) will be granted for the fiscal year
  - If employment begins in May through June, no personal time will be granted until the beginning of the new fiscal year
- **Part-time staff are granted 11.25 hours (1.5 days) of personal time at the beginning of the fiscal year (July 1)**
  - Part-time staff that begin employment July through December will receive 11.25 hours (1.5 days) for the fiscal year
  - If employment begins between January through April, 7.5 hours (1 day) will be granted for the fiscal year
  - If employment begins in May through June, no personal time will be granted until the beginning of the new fiscal year

**Note:** Union staff should refer to their collective bargaining agreement.



# Personal Time

- You cannot carry unused personal time over to the next fiscal year
- Must use or lose
- Must be scheduled in advance with your supervisor
- Unused time is not reimbursed at time of termination

**Note:** Union staff should refer to their collective bargaining agreement.

# Sick Time Accrual

**Full-time staff** will accrue sick time each pay period (monthly and biweekly accruals based on chart).

37.5 Hours per Week Schedule (Sick Time)			
Monthly Accrual in hours	Hours Accrued per YEAR	Biweekly Hours Accrued per Pay	Biweekly Hours Accrued per YEAR (26 pays/year)
7.5	90	3.462	90

40 Hours per Week Schedule (Sick Time)			
Monthly Accrual in Hours	Hours Accrued per YEAR	Biweekly Hours Accrued per Pay	Biweekly Hours Accrued per YEAR (26 pays/year)
8	90	3.693	96

- **Part-time staff** accumulate time on a pro-rated basis, depending on the percentage of effort. Please refer to the Staff Handbook.
- **Union staff** should refer to their collective bargaining agreement.
- You will accrue a proration of paid vacation, at your designated rate, during your first work month.
- Sick time must be accrued before taken.
- Time is accrued the last day of a pay period and will be available to use the first day of the following pay period.



# Sick Time Usage

- Employees can accrue up to 900 hours or 120 days of sick time
- Sick time can be used for employee illness that requires home/health facility care or for a doctor's appointment
- Care of an ill spouse, parent, child, or dependent
- Pay out of unused, accrued sick time up to \$2,500 if certain age and service requirements are met
- Not to be used for non-medical reasons

# Pitt Worx

- **What is Pitt Worx?**

- Pitt Worx provides direct access and accessibility through interactive workflows, real-time notifications, and automated tracking through a less complicated and more efficient interface.

- **Pitt Worx for You**

- Submitting a time card? Looking to hire a new team member? All faculty and staff who currently use HR and payroll applications at the University will use Pitt Worx
- Salaried, exempt employees are only required to submit a time card when they are reporting selected time off, instead of hours worked, holiday, or University recess time.

**Note:** All hourly/non-exempt employees must have their time cards submitted and approved by noon each Monday in order to receive pay for the previous week.

*Visit the Pitt Worx Hub at [pi.tt/pittworx-hub](https://pi.tt/pittworx-hub)*



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# Navigating Pitt Worx

- Log in to the My Pitt Portal with your University username and password
  - **Note:** If you forget your username or password, contact the Technology Help Desk for assistance at 412-624-4357 or [helpdesk@pitt.edu](mailto:helpdesk@pitt.edu)
- Search for “Pitt Worx” on the My Pitt homepage
- Launch Pitt Worx from search results page

*Visit the Pitt Worx website at [pittworx.pitt.edu](http://pittworx.pitt.edu)*



# Creating New and Editing Existing Time Cards

- Log in to the My Pitt Portal with your University username and password
  - **Note:** If you forget your username or password, contact the Technology Help Desk for assistance at 412-624-4357 or [helpdesk@pitt.edu](mailto:helpdesk@pitt.edu)
- Search for “Pitt Worx” on the My Pitt homepage
- Launch Pitt Worx from search results page
- Select “Time and Absences” from the Apps section
- Choose either “Current Time Card” or “Existing Time Cards”
- Add a new entry, view current time cards, or edit existing time cards as necessary



# Time Cards in Pitt Worx

Entries

\*EIT Task Entry

test - TaurasiTEST, Diana

\*Hours Type

H-Hours Worked

Periodicity

Hourly

\*Select Dates

9/7/20

1 day selected

\*Quantity

7.50

[Add another date](#)

OK

Cancel

Comments



# Time Cards in Pitt Worx

ORACLE

Existing Time Cards

Time Cards + Add

Last 5 time cards

☆ 9/6/20 - 9/12/20	Approved	...
Total Hours:37.5		
Absence Hours:7.5		
☆ 9/13/20 - 9/19/20	Approved	...
Total Hours:29.5		
Absence Hours:15		



# Panther Card

Think of your Panther Card as a cross between an ID and a credit card

- With a swipe of its magnetic strip, you can unlock doors, eat a meal, or ride a bus

Panther Central, the University's ID Center, will reach out to you no later than the day of your Orientation, via email, with photo guidelines and instructions on how to pre-submit your photo.

Once Panther Central has generated your Panther Card, you will be notified via email and may then pick up your ID card at Panther Central in the Litchfield Towers on the Pittsburgh campus at your convenience. Panther Central is open 24 hours a day.

- Please wait 24 hours to allow your department and the system to update to reflect your employment
- It is the responsibility of your department to fill out the paperwork to add swipe access to your ID card for your department or building
- If you work in a UPMC-owned or operated building, you may be required to obtain a UPMC ID/Security badge for access into these areas - Please see your supervisor to process that request

*Additional Panther Central information available at [pc.pitt.edu](https://pc.pitt.edu)*



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# Panther Card

Benefits include:

- Pittsburgh Regional Transit buses within Allegheny County
- Campus shuttles
- Bellefield and Trees Hall fitness facilities
- Pitt Ca\$h
- University Library System
- Grants access to secure locations in your building



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# Panther Card

- **Panther Central's main office** is located in lobby of **Litchfield Towers**. The office can be accessed from the Forbes Avenue side of Towers.
- **Panther Central Express** is located in the lobby of **Sutherland Hall**.



# Mobility Options for Faculty & Staff

<b>Public Transportation</b> <a href="http://www.pts.pitt.edu/mobility/port-authority">www.pts.pitt.edu/mobility/port-authority</a> <ul style="list-style-type: none"><li>• Pittsburgh Regional Transit buses</li><li>• Light rail system</li><li>• Incline stations</li></ul> Route maps, trip planners, and real-time updates available via TrueTime and Transit apps.	<b>Campus Shuttles</b> <a href="http://www.pts.pitt.edu/mobility/shuttle-services">www.pts.pitt.edu/mobility/shuttle-services</a> <ul style="list-style-type: none"><li>• Pitt's DisAbility Shuttle</li><li>• SafeRider</li></ul> Shuttle routes, schedules, and tracking available via TransLoc app and Pitt's Shuttle Tracker map.	<b>Healthy Ride &amp; Personal Bikes</b> <a href="http://www.pts.pitt.edu/mobility/healthy-ride">www.pts.pitt.edu/mobility/healthy-ride</a> <a href="http://www.pts.pitt.edu/mobility/biking">www.pts.pitt.edu/mobility/biking</a> <ul style="list-style-type: none"><li>• Pitt's Healthy Ride partnership</li><li>• Outdoor bicycle parking</li><li>• Indoor bike storage</li></ul> Register your bicycle on the Pitt BikeIndex.
<b>Carpooling &amp; Vanpooling</b> <a href="http://www.pts.pitt.edu/mobility/car-vanpools">www.pts.pitt.edu/mobility/car-vanpools</a> <ul style="list-style-type: none"><li>• Carpool to campus</li><li>• Join a vanpool</li></ul> More information via CommuteInfo and Commute with Enterprise.	<b>University Garages &amp; Lots</b> <a href="http://www.pts.pitt.edu/mobility/parking/parking-opportunities/university-garages-lots">www.pts.pitt.edu/mobility/parking/parking-opportunities/university-garages-lots</a> <ul style="list-style-type: none"><li>• Pitt parking permits</li><li>• University garages and lots</li></ul> Apply online for an on-campus parking permit to be added to the waitlist.	<b>Parking on Pitt's Campus</b> <a href="http://www.pts.pitt.edu/mobility/parking/parking-opportunities">www.pts.pitt.edu/mobility/parking/parking-opportunities</a> <ul style="list-style-type: none"><li>• Parking reservations</li><li>• Oakland parking</li><li>• Accessible parking</li></ul> Maps, reservation options, and contactless payments available via ParkMobile app.



# Faculty & Staff Development Program

- With over 60 courses, FSDP offers faculty and staff the opportunity to enhance their professional skills and personal development.
- Areas of learning include:
  - Leadership development
  - Professional development
  - Technology learning
  - Certificate programs

*Explore workshops and register at [hr.pitt.edu/fsdp](https://hr.pitt.edu/fsdp)*



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# OHR Resources

- **HR website**
  - Staff handbook; University policies and procedures; Faculty and Staff Development Program; manager resources
- **my.pitt.edu > Human Resources portal**
  - Single sign-on access to HR: My Health Access, Retirement Savings login and more!
- Read the University Fact Book at [ir.pitt.edu/facts-publications/factbook/](https://ir.pitt.edu/facts-publications/factbook/)
- **Twitter:**
  - Office of Human Resources: @Pitt\_HR
- **Facebook:**
  - Office of Human Resources: fb.me/PittHumanResources
- **Instagram:**
  - Office of Human Resources: www.instagram.com/Pitt\_HR
- Check out our social page at [hr.pitt.edu/connect](https://hr.pitt.edu/connect)



# Office for Equity, Diversity, & Inclusion

[diversity.pitt.edu](https://diversity.pitt.edu)



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# What is Equity, Diversity, & Inclusion?

- **Equity:** The proportional distribution of desirable outcomes across groups. Equity is when an individual's race, gender, socio-economic status, sexual orientation, etc. do not determine their educational, economic, social, or political opportunities.
- **Diversity:** The wide variety of shared and different personal and group characteristics among human beings. The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences.
- **Inclusion:** Authentically bringing traditionally excluded individuals and/or groups into processes, activities and decision/policy making in a way that shares power. Inclusion promotes broad engagement, shared participation, and advances an authentic sense of belonging.



# About the Office for Equity, Diversity, & Inclusion

- **OEDI** is committed to fostering diversity and celebrating differences, educating the community on the benefits of diversity, promoting equity, eliminating discrimination, and advancing equal access to all opportunities at the University.
- **The Office for Equity, Diversity, & Inclusion includes:**
  - Civil Rights & Title IX
  - Digital Accessibility
  - Disability Resources and Services
  - Equity Assessment, Programming, & Education
  - Institutional Equity



# Institutional Equity

- Institutional equity provides services to assist with increasing equity, diversity, and inclusion at the University of Pittsburgh
- Services offered by OEDI include:
  - Sources for recruiting diverse candidates for open jobs and positions
  - Current demographic information for departments, schools, centers, and units
  - Reviews of job descriptions for inclusive language
  - Guidance and advice on compliance concerns
- More information: Contact OHR or OEDI to learn how to examine the diversity of your candidate pool

*Resources: [diversity.pitt.edu/education](https://diversity.pitt.edu/education)*



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# Disability Resources & Services

- Disability is an aspect of diversity. The University is committed to an inclusive and accessible campus environment. Disability Resources & Services (DRS) fulfills this commitment by partnering with individuals with disabilities and the University community to provide equal access to employment, classes, programs, and activities.
- Our vision is to become the most inclusive University possible, where individuals with disabilities are integrated as completely as possible, empowering them to achieve their greatest potential.
- If at any point in your employment you experience a medical condition that you believe substantially limits one or more major life activities, you may have a qualifying disability.
- If you believe a reasonable accommodation is needed due to this condition in order to perform the essential functions of your job, please reach out to DRS to begin the interactive process.
- **Contact Us:**
  - [www.drs.pitt.edu](http://www.drs.pitt.edu)



# Digital Accessibility

- **Accessibility:** Each person is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services in an equally effective and integrated manner
- Accessible technology includes web pages and online content, instructional content posted on Canvas, and hardware and software
- **Digital accessibility best practices:**
  - Use heading structure when writing content
  - Add alt text to images
  - Ensure adequate color contrast to web and print content
  - Provide captions to media like videos
- Get started with digital accessibility!
  - Visit [diversity.pitt.edu/digital-accessibility](https://diversity.pitt.edu/digital-accessibility)
  - Use **Siteimprove** to evaluate the accessibility of your websites ([diversity.pitt.edu/disability-access/digital-accessibility/technical-support/siteimprove](https://diversity.pitt.edu/disability-access/digital-accessibility/technical-support/siteimprove))
  - Email [accessibility@pitt.edu](mailto:accessibility@pitt.edu) for a consultation



# Education, Assessment & Programming

- Fostering equity, diversity, and cultivating inclusion are truly the work of every member of the University community. To that end, OEDI offers a variety of educational opportunities.
- **Workshop topics include:**
  - Micro-aggressions
  - Racial equity consciousness
  - Accessibility tools in Microsoft Office
  - Bystander training
  - Recruiting for excellence and diversity
  - Title IX overview
  - Sexual misconduct & Title IX overview
- **Resources:** OEDI helps to facilitate the Diversity and Inclusion Certificate Program (DICP) through the Faculty and Staff Development Program (FSDP)
- Sign up at [hr.pitt.edu/fsdp](https://hr.pitt.edu/fsdp)



# Pitt Communities

- Pitt Communities are networking groups of like-minded people united by a common purpose, ideology, or interest.
- They play a vital role in ensuring an inclusive campus environment where all are valued, included, and empowered to succeed.

*Resources:*  
[diversity.pitt.edu/engagement](https://diversity.pitt.edu/engagement)

## **Some Current Pitt Communities:**

- Chinese Affinity Group
- Equipoise (Black/African American)
- Hispanic and Latino Professional Association
- Intergroup Dialogue
- Pitt Queer Professionals (PQP)
- Veterans Affinity Group
- Women's Affinity Group
- Pitt Muslim Affinity Group
- Pitt Disability Community
- Pitt Adoption Community for Education



# University Policies & Practices

- The Nondiscrimination, Equal Opportunity, and Affirmative Action and Sexual Misconduct policies apply to all University faculty, staff, students, and/or individuals on University property."
- **The Sexual Misconduct Policy covers:**
  - Sexual violence
  - Sexual harassment
  - Relationship violence
  - Stalking
- **The Nondiscrimination, Equal Opportunity & Affirmative Action Policy covers:**
  - Harassment based on protected characteristics
  - Discrimination based on protected characteristics



# Harassment & Bias Prevention

- The University is committed to maintaining an environment free from discrimination and harassment based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability or status as a veteran (protected characteristics).
- The Office for Civil Rights and Title IX also aids with obtaining religious and pregnancy accommodations for the University community.
- All new hires must take the Preventing Harassment and Discrimination online training courses, including Title IX and Clery Act training, aimed at promoting a respectful and inclusive work and academic environment.
- Both courses can be found at [diversity.pitt.edu/education/online-trainings](https://diversity.pitt.edu/education/online-trainings) and will be available to all new hires on the Tuesday after orientation via an email from Vector Solutions.

*Contact Us: [titleixcoordinator@pitt.edu](mailto:titleixcoordinator@pitt.edu)*

# Gender Inclusivity

- Pitt is committed to supporting an inclusive and welcoming environment for all.
- The University has created Guidelines for Inclusion Relating to Gender Transition to help foster an understanding of transgender issues in the workplace and guidance on how to provide a welcoming and supportive environment for individuals transitioning.
- Faculty, staff, and students are welcome to use restrooms that correspond to their gender identities.
- In addition, single-occupancy or unisex facilities may be found in many University facilities and may be used by all members of the University community.
- **Find locations of single-occupancy bathrooms:** [map.pitt.edu](https://map.pitt.edu)
- **Learn more:**
  - [diversity.pitt.edu/guidelines-inclusion-relating-gender-transition](https://diversity.pitt.edu/guidelines-inclusion-relating-gender-transition)
  - [diversity.pitt.edu/resource-gender-inclusive-language](https://diversity.pitt.edu/resource-gender-inclusive-language)



# Sexual Misconduct Prevention

Office for Sexual Violence Prevention and Education

- •SAFE Peer Educators
- •Circle Up! conversation circles
- •SetPoint self-defense training
- •PAAR drop-in hours
- •Prevention programming/events
- •Training & development for faculty/staff/students
- Get involved: [pitt.ly/prevention](https://pitt.ly/prevention)

**PREVENTION**  
**AT Pitt**



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# Make a Report

- All community members are encouraged to report incidents of discrimination, harassment, and bias incidents.
- Responsible reporters, which includes most faculty and staff, are required to report incidents of sexual misconduct to the Office for Civil Rights & Title IX.
- Reports can be made by submitting a report on the Office for Equity, Diversity, & Inclusion website ([diversity.pitt.edu](https://diversity.pitt.edu)) via the Make a Report tab.
- The University prohibits retaliation against any person who makes a claim of discrimination or harassment or who participates in an investigation.

## Pitt Concern Connection

- Website: [pi.tt/concern](https://pi.tt/concern)
- Email: [titleixcoordinator@pitt.edu](mailto:titleixcoordinator@pitt.edu)
- Phone: 412-648-7860

## Pitt Police

- Website: [police.pitt.edu/submit-tip](https://police.pitt.edu/submit-tip)
- Email: [police@pitt.edu](mailto:police@pitt.edu)
- Phone: 412-624-2121

## Rave Guardian App

- [technology.pitt.edu/rave-guardian-app](https://technology.pitt.edu/rave-guardian-app)



# Engage Inclusively!

[diversity.pitt.edu](https://diversity.pitt.edu)

#PittDiversity

Visit the OEDI website to:

- Attend/request an educational workshop
- Report a concern or incident
- Participate in the Diversity and Inclusion Certificate Program
- Learn about monthly celebrations
- Connect with an affinity group or community organization



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# Diversity Recruiting

## Who We Are

- The Diversity Recruiting & Transition Consultant provides outreach services to the University community, including assisting with job searches, attending career fairs, and creating referral resources for veterans, individuals with disabilities, and diverse communities who have been hired at the University.

## What We Do

- The Recruiting & Transition Consultant meets with the Office for Diversity, Equity & Inclusion, Disability Resources and Services, Office of Veteran Services and Pitt Communities. In addition to partnering internally, our Diversity Recruiter meets with local Human and Social Service agencies along with Veterans agencies to help identify qualified job seekers who are ready for a welcoming work environment.

# Diversity Recruiting

The Diversity Recruiting & Transition Consultant focuses on the following groups, but not limited to:

- **Veterans**
- **Individuals with disABILITIES**
- **Pitt Communities**



# Diversity Recruiting

**Tom Armstrong**

*Diversity Recruiting & Transition*

*Consultant*

Email: [tom.armstrong@pitt.edu](mailto:tom.armstrong@pitt.edu)

Phone: 412-648-8375

# Environmental Health and Safety

[ehs.pitt.edu](https://ehs.pitt.edu)



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# Department of Environmental Health and Safety

- EHS is committed to keeping the campus safe by providing occupational training, providing health and safety resources, and more to the Pitt community
- Services include:
  - Fire prevention & life safety
  - Hazardous materials and waste
  - General safety and accident investigation
  - Training and education
  - Regulatory compliance

*Additional information is available at [ehs.pitt.edu](https://ehs.pitt.edu)*

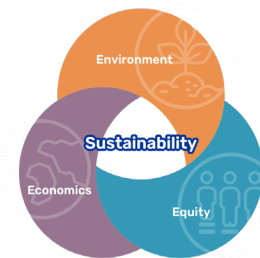


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# Pitt Sustainability

- **Sustainability:** Balancing equity, environment, and economics so current and future generations can thrive.
- **The Pitt Green Guide includes resources for employees who want to help build a thriving culture of sustainability on campus, like:**
  - Pitt Green Office and Lab program initiatives
  - Recycling, composting, and zero waste
  - Commuting and mobility options
  - Sustainable purchasing, surplus, and reuse
  - Professional development
  - Education, events, community, and culture opportunities
- **Pitt is actively involved in sustainability initiatives and practices across disciplines, domains, and scales, including:**
  - Striving to carbon neutrality by 2037
  - Reducing landfill waste 25% by 2030
  - Embracing interdisciplinary research that bridges academics and operations
  - Incentivizing sustainability-related service and community engagement
- *Review the Pitt Sustainability Green Guide at [www.sustainable.pitt.edu/get-involved/employees/employee-green-guide/](http://www.sustainable.pitt.edu/get-involved/employees/employee-green-guide/)*



# University-Wide Sustainability Certifications

- The University of Pittsburgh has several rankings and recognitions from national third-party organizations.
- These sustainability certifications **support Pitt's dedication to and investment in sustainable practices**, as well as **rank our achievements compared to our peers**.



Learn more about Pitt Sustainability at [sustainable.pitt.edu](https://sustainable.pitt.edu)



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# Pitt Sustainability Plan

- These impact areas are organized into three themes:
  - **Stewardship:** Pitt cares for the built and the natural environment to ensure responsible and efficient resource management. We continually strive to minimize the environmental impact of our operations.
  - **Exploration:** Through the integration of a multidisciplinary curriculum, groundbreaking research, and social engagement, Pitt works to educate every member of our community, support our leaders, and promote innovation.
  - **Community & Culture:** Pitt continues to strengthen our campus and communities by creating a culture of shared responsibility for our impact on surrounding communities, the region, and the world.
- The **Pitt Sustainability Plan** identifies 15 impact areas that help focus the University's sustainability goals and key performance indicators for tracking progress over time.
- Pitt has 68 sustainability goals; learn about the progress made towards achieving these goals in the [2018-22 Progress Report on the Pitt Sustainability Plan](#).



# Public Safety Department

[police.pitt.edu](http://police.pitt.edu)



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# Public Safety Department

- How to contact the Pitt Police:
  - **Emergency phone line:** 412-624-2121
  - **Administration phone line:** 412-624-4040
  - **Anonymous tip line:** 412-624-2121
  - Explore the Emergency Event website for students and staff at [emergency.pitt.edu](https://emergency.pitt.edu)
  - Email Pitt Police at [police@pitt.edu](mailto:police@pitt.edu)
- Mini-stations are available at:
  - Forbes Avenue, under the stairs entering Lawrence Hall
  - Lobby of Sutherland Hall (upper campus – Sutherland Drive)
  - Bouquet Gardens, Building J
- Training
  - The new [Public Safety Training Module](#) is now available to guide Pitt community members through various public safety and emergency situations.



# Public Safety Department

- Stay safe around campus!
- Look for the blue EMERGENCY lights around campus
- Call the SafeRider program at 412-648-CALL (2255)
- Access shuttle services at [pittshuttle.com](http://pittshuttle.com)
- Explore all services and resources available to the Pitt community at [police.pitt.edu/node/634](http://police.pitt.edu/node/634)



# Pitt Concern Connection

## What is Pitt Concern Connection?

- Pitt Concern Connection is available to the Pitt community to raise concerns and ask questions on many ethics and compliance topics – including Title IX, workplace discrimination, financial controls, and more – to help create a stronger, safer University community.

## Ask a Question

- If you have a question, you can ask anonymously and confidentially. You will be given a case number and password to check the status of your question.

## Report a Concern

- The University of Pittsburgh wants to hear from you. This system makes it easy to report a concern, and you can do so anonymously.

## Check Status

- You can check the status of your report or question using the access number and password you created when you submitted the report or question.

Website: <https://pi.tt/concern>

Call: 800-468-5768

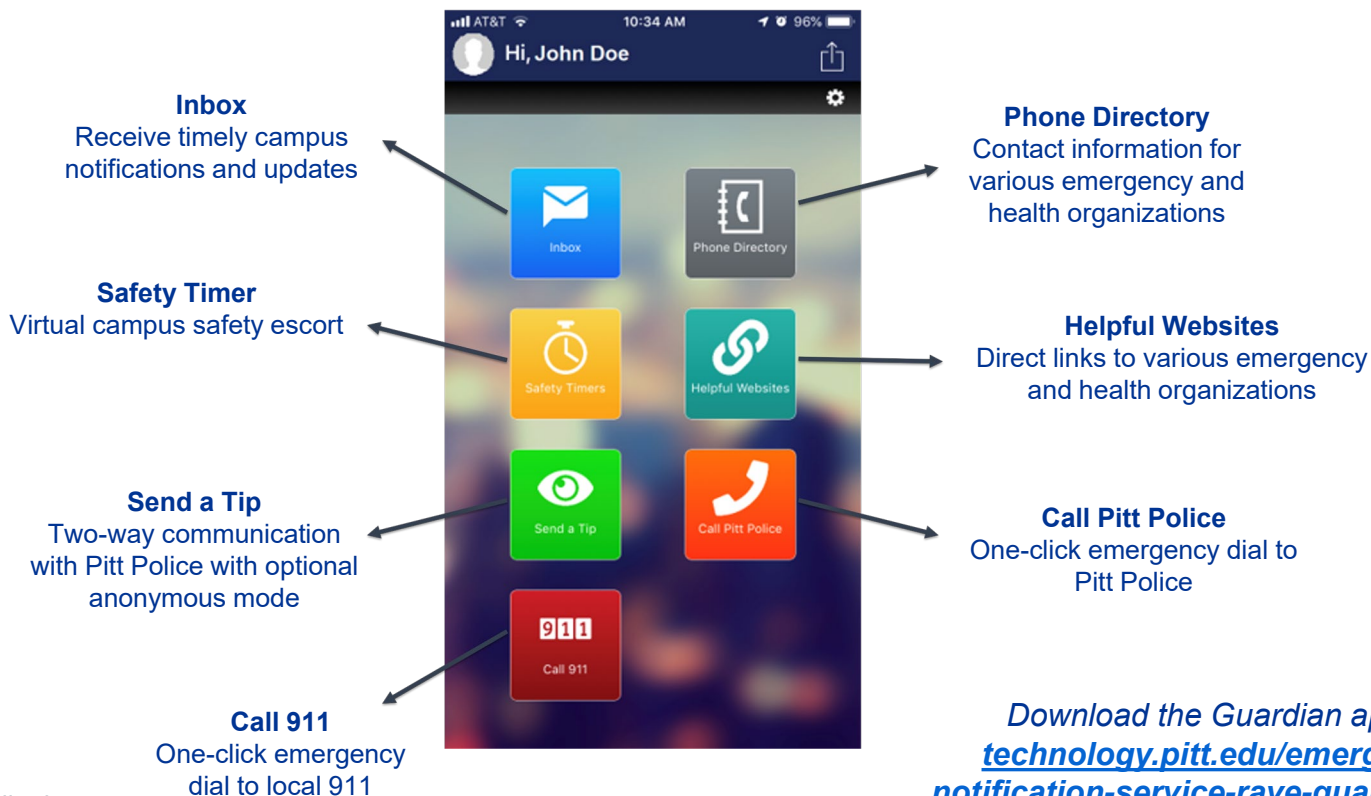
Text: 412-903-3456



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# Guardian Personal Safety App



Download the Guardian app at  
[technology.pitt.edu/emergency-notification-service-rave-guardian-app](https://technology.pitt.edu/emergency-notification-service-rave-guardian-app)



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# Pitt United Way Campaign

The Pitt United Way Campaign is an important annual initiative to raise funds for local health and human services agencies. You can give to the United Way-funded programs or agencies of your choosing, or you can give to the Impact Fund, which supports the region's greatest needs in human services.

## Give

- Your gift to the Impact Fund supports the most effective programs in Western Pennsylvania, including Meeting Basic Needs, Moving to Financial Stability, and Building for Success in School & Life.

## Advocate

- You can be a leader of change. Champion the causes you believe in. Speak up. Help out. Join a United Way Donor Group and meet like-minded individuals.

## Volunteer

- United Way offers volunteer opportunities that fit your schedule – short-term, ongoing, or even corporate opportunities. Opportunities are available in the Pittsburgh region and across Southwestern Pennsylvania.

*Support the United Way Campaign at [unitedway.pitt.edu](https://unitedway.pitt.edu)*



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# Post-Orientation Checklist

## Form I-9, Employment Eligibility Verification

- Be sure to bring your documentation to your I-9 appointment. The documents are due within three working days of your hire date. Failure to produce documentation will result in suspension and possibly termination.

## Payroll & Direct Deposit

- New hires must enroll in direct deposit. Direct deposit enrollment and all other payroll forms must be completed online at [my.pitt.edu](https://my.pitt.edu), using the Employee Self-Service option within Pitt Worx.

## Health and Welfare Benefits

- New enrollment is due 31 days from your date of hire. Changes are only allowed during future open enrollment periods or for qualified status changes.
- Contact Benefits Customer Support for details via phone at 833-852-2210 or submit an online inquiry at [hr.pitt.edu/contact-ohr](https://hr.pitt.edu/contact-ohr).

## Retirement Savings Program

- Enrollment in the University retirement plan must take place no later than the last working day of the month prior to your effective date. Contact Benefits Customer Service for help.

## Required Online Trainings

- You are required to complete computer-based training programs before the end of your provisional period. To access, navigate to [my.pitt.edu](https://my.pitt.edu) > my resources > human resources.



# Post-Orientation Resources

## New to Pitt?

- Discover essential resources for new staff employees, including transportation and commuter info, on-campus committees and groups, work-life balance resources, and more at [hr.pitt.edu/new-employees/new-to-pitt/](https://hr.pitt.edu/new-employees/new-to-pitt/)

## Staff Post-Orientation

- As you settle into your new position, it's time to check some things off your to-do list. Navigate to [hr.pitt.edu/new-employees/new-to-pitt/post-orientation](https://hr.pitt.edu/new-employees/new-to-pitt/post-orientation) to find everything you need to consider as a new employee. This is your one-stop shop for everything recruiters went over in orientation.

## New Staff Employee Resources

- Find important resources for new staff employees at [hr.pitt.edu/new-employees/staff-resources](https://hr.pitt.edu/new-employees/staff-resources), including University offices and departments, community resources and services, important notices and policy statements, and additional resources.



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**Thank you for attending orientation today!**

**Share your experience and tell us how we did  
by taking this brief survey:**

**<http://pi.tt/newhire-survey>**

**We appreciate your feedback!**

# Contact Us

## Office of Human Resources

200 South Craig Street

Pittsburgh, PA 15260

8:30 a.m. to 5 p.m.

412-624-7000, option #3

[hr.pitt.edu](http://hr.pitt.edu)

[hr.pitt.edu/contact-ohr](http://hr.pitt.edu/contact-ohr)