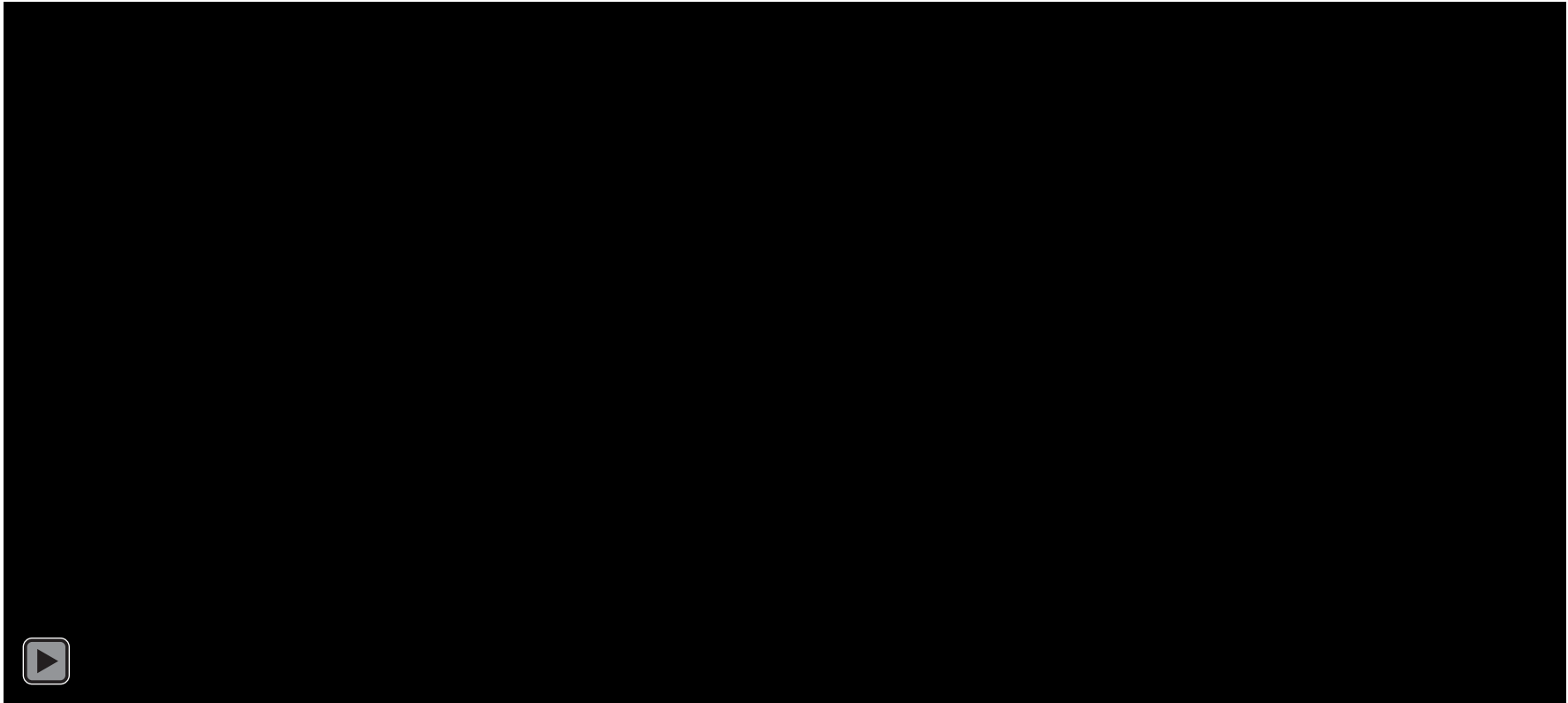


# Staff Orientation

Office of Human Resources  
University of Pittsburgh



University of  
**Pittsburgh**

Office of  
Human Resources

# 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



- **34,000+** undergraduate, graduate, and doctorate students
- **9,100+** full- and part-time staff
- **6,000+** full- and part-time faculty
- Approximately **360,000** alumni

## Board of Trustees

### FY2025 Board Officers

- Chairperson: John Verbanac
- Vice Chairperson: Lisa Golden

### 36 Voting Trustees

- 24 Term Trustees  
(including the Chancellor and the UPMC Board Chair)
- 12 Commonwealth Trustees

### 4 Non-Voting Ex-Officio Trustees

- Governor, Secretary of Education, County Executive, Mayor

### 38 Emeritus Trustees

## Senior Leadership

|   |   |   |  |  |
|---|---|---|--|--|
| <b>Joan Gabel</b><br>Chancellor                                     | <b>Phil Bakken</b><br>Vice Chancellor and Secretary of the Board of Trustees  | <b>David Brown</b><br>Vice Chancellor for Government Relations and Advocacy   | <b>Kris Davitt</b><br>Senior Vice Chancellor for Philanthropic and Alumni Engagement                     | <b>Lina Dostilio</b><br>Vice Chancellor for Engagement and Community Affairs |
| <b>James W. Gallaher Jr.</b><br>Vice Chancellor for Human Resources | <b>Allen Greene</b><br>Director of Athletics  | <b>William Haldeman</b><br>Vice Chancellor and Chief Strategy Officer   | <b>Mark D. Henderson</b><br>Vice Chancellor and Chief Information Officer                                | <b>Joseph J. McCarthy</b><br>Provost and Senior Vice Chancellor              |
| <b>Carla Panzella</b><br>Vice Provost for Student Affairs           | <b>Clyde Wilson Pickett</b><br>Vice Chancellor for Equity, Diversity, and Inclusion; Chief Diversity Officer                        | <b>Dwayne Lee Pinkney</b><br>Executive Senior Vice Chancellor for Administration and Finance, Chief Financial Officer | <b>Rachel Decker Richelieu</b><br>Vice Chancellor for Communications and Marketing                       | <b>Rob A. Rutenbar</b><br>Senior Vice Chancellor for Research                |
|   | <b>Anantha Shekhar</b><br>Senior Vice Chancellor for the Health Sciences, John and Gertrude Petersen Dean of the School of Medicine | <b>Geovette Washington</b><br>Senior Vice Chancellor and Chief Legal Officer  | <b>Kevin Washo</b><br>Senior Vice Chancellor for University Relations, Chancellor Gabel's Chief of Staff |  |

# University Leadership Structure

# Plan for Pitt 2028

The University's strategic plan, the **Plan for Pitt 2028**, helps to tell our story: who we are, what we value, where we're going, how we're getting there and why *It's Possible at Pitt*.

It's a plan grounded in values, defined by excellence and focused on elevating our community's aspirations. This plan offers actionable and measurable initiatives and outcomes that invest in people and ideas, accelerate our momentum and ensure Pitt's best days lie ahead.

Through consultation with students, faculty, staff, alumni, supporters and partners, the **Plan for Pitt 2028** reflects our core values and is anchored by **five pillars** that will shape our future.

**Cultivate Student  
Success**

**Scholarship,  
Creativity and  
Innovation**

**Welcoming and  
Engaged**

**Accountability  
and Trust**

**It's Possible  
at Pitt**

**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
- Leveraging our talent, knowledge and resources to pursue the moonshots that Pitt is uniquely positioned to accomplish
- Providing direction to Pitt's continued trajectory as an academic and a research powerhouse and a community anchor

*Learn about the Plan for Pitt 2028 by visiting [plan.pitt.edu](https://plan.pitt.edu)*

# Human Resources Departments

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

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

# 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)*



# 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):

- **Preventing Discrimination and Sexual Violence: Title IX, VAWA, and the Clery Act Training:** Please note that access to this training is not available until 7-10 business days after your start date. Learn more about these trainings on [OEDI's website](#).
- **Information Security Awareness Training:** Login to KnowBe4 through [myPitt](#)

**Required per position:**

- [Child Abuse Recognition and Reporting online course](#)
- **HIPAA training** – Login to KnowBe4 through [myPitt](#)
- [Environmental Health & Safety trainings](#)

## 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.

# University of Pittsburgh Portal

# University of Pittsburgh Portal

The screenshot displays a user interface for the University of Pittsburgh Portal. It features a prominent orange vertical bar on the left side. The main content area is titled "Student, Faculty, and Staff Resources" and is organized into two sections: "Student, Faculty, and Staff Resources" and "Most Popular".

**Student, Faculty, and Staff Resources**

- Remote Learning, Teaching, and Work Resources**: Includes a grid icon and a heart icon.
- Student Services**: Includes a grid icon and a heart icon.
- Faculty Services**: Includes a grid icon and a heart icon.
- Staff Services**: Includes a grid icon and a heart icon.
- Students – Submit Proof of ALL Vaccinations/Exemptions**: Includes a grid icon, a refresh icon, and a heart icon.

**Most Popular**

- Pitt Email** (Outlook): Includes a refresh icon and a heart icon.
- Canvas** (Learning Management System): Includes a refresh icon and a heart icon.
- PeopleSoft/HighPoint CX** (HighPoint Campus Experience): Includes a refresh icon and a heart icon.
- Pitt Worx** (Pitt Worx Login): Includes a refresh icon and a heart icon.
- PeopleSoft Student Information System** (PeopleSoft): Includes a refresh icon and a heart icon.
- OneDrive** (Microsoft Office 365): Includes a refresh icon and a heart icon.
- The PantherExpress System** (Jaggaer/SciQuest): Includes a refresh icon and a heart icon.
- Concur Travel & Expense** (Concur): Includes a refresh icon and a heart icon.
- Business Intelligence Practice Group** (SharePoint): Includes a refresh icon and a heart icon.
- Campus Police** (Johnstown): Includes a refresh icon and a heart icon.

A "See more" button is located at the bottom right of the "Most Popular" section.



# Payroll Department

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



University of  
Pittsburgh

Office of  
Human Resources



# 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*)

# myPitt (my.pitt.edu)

Search for “Pitt Worx” on the [myPitt](#) homepage.

The screenshot shows the myPitt homepage with a search bar at the top right containing the text "Pitt Worx". A dropdown menu is open, displaying search results. The results are filtered by "Pittsburgh" and "Staff". The menu is divided into "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 main page content includes sections for "Student, Faculty, and Staff Resources" and "Most Popular".

**Student, Faculty, and Staff Resources**

- Daily COVID-19 Health Check (Login Required (All Campuses))
- Remote Learning, Teaching, and Work Resources (All Campuses)
- Student Services (All Campuses)

**Most Popular**

- Pitt Email Outlook (All Campuses)
- Pitt Worx Pitt Worx Login (All Campuses)
- Student Center PeopleSoft (All Campuses)
- Daily COVID-19 Health Check (Login Required (All Campuses))











At the bottom, there are quick links: Access the Student, PRISM, Canvas, and Access pitt.box.com.

# myPitt (my.pitt.edu)

Launch Pitt Worx from search results page.

The screenshot shows the myPitt search results page for the query 'Pitt Worx'. The page features a blue header with the University of Pittsburgh logo and 'myPitt' branding. A search bar contains 'Pitt Worx' with a search icon and a 'Browse Categories' dropdown. The main content area is titled 'Search Results: Tasks' and includes a 'Clear Filters' and 'Back' button. Below the title, there are nine task cards arranged in a grid. Each card has a colored icon, a title, a subtitle, and an information icon. The tasks are: 'Pitt Worx Resources', 'Pitt Worx Login', 'Submit My Time card', 'Approve Time Cards', 'Update Personal Status', 'Update Personal Contact Information', 'Change My Address as an Employee', 'Compost', and 'Connect With Sustainability Leaders'. A 'See More' button is located at the bottom of the grid.

**Search Results: Tasks** Clear Filters Back

|   |   |  |  |
|---|---|--|--|
|  <b>Pitt Worx Resources</b><br><i>Pitt Worx (All Campuses)</i><br><i>i</i> <i>♥</i>                              |  <b>Pitt Worx</b><br><i>Pitt Worx Login (All Campuses)</i><br><i>i</i> <i>♥</i>                                |  <b>Submit My Time card</b><br><i>Pitt Worx (All Campuses)</i><br><i>i</i> <i>♥</i>              |  <b>Approve Time Cards</b><br><i>Pitt Worx (All Campuses)</i><br><i>i</i> <i>♥</i>  |
|  <b>Update Personal Status</b><br><i>Pitt Worx (All Campuses)</i><br><i>i</i> <i>♥</i>                           |  <b>Update Personal Contact Information</b><br><i>Pitt Worx (All Campuses)</i><br><i>i</i> <i>♥</i>            |  <b>Change My Address as an Employee</b><br><i>Pitt Worx (All Campuses)</i><br><i>i</i> <i>♥</i> |  <b>Compost</b><br><i>Facilities Management, Office of ...</i><br><i>i</i> <i>♥</i> |
|  <b>Connect With Sustainability Leaders</b><br><i>Office of Sustainability (All Camp...</i><br><i>i</i> <i>♥</i> |  <b>Employment Opportunities for Current Employees</b><br><i>Pitt Worx (All Campuses)</i><br><i>i</i> <i>♥</i> |  |  |

[See More](#)

# Pitt Worx Employee Self-Service

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

The screenshot shows the Pitt Worx Employee Self-Service dashboard. At the top left is the Pitt Worx logo. The main content area displays a personalized greeting: "Good morning, [redacted]". Below the greeting are two tabs: "Me" (selected) and "Tools". The dashboard is divided into two columns: "QUICK ACTIONS" and "APPS".

**QUICK ACTIONS:**

- Personal Details
- Document Records
- Contact Info
- Benefit Contacts
- Employment Info

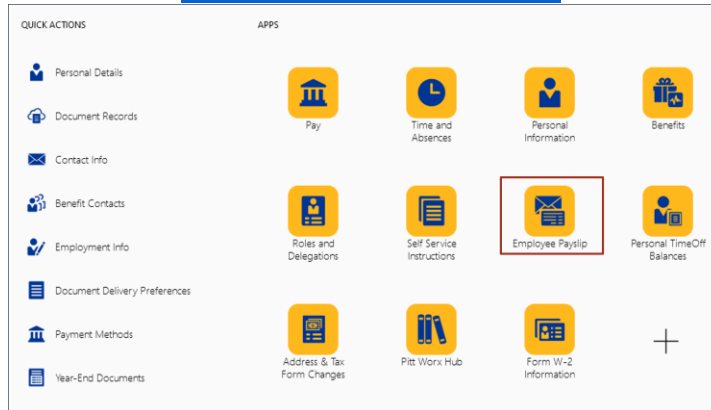
**APPS:**

- Pay
- Time and Absences
- Personal Information
- Benefits
- Roles and Delegations
- Self Service Instructions
- Employee Payslip
- Personal TimeOff Balances
- Address & Tax Form Changes
- + (More Apps)

At the bottom left of the dashboard area, there is a "Show More" link.

# Online Pay Statements

- Payslips 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
  - Access to online payslips restricted if you become inactive, so you may wish to download and retain copies of your pay statements after each pay date.
- 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)



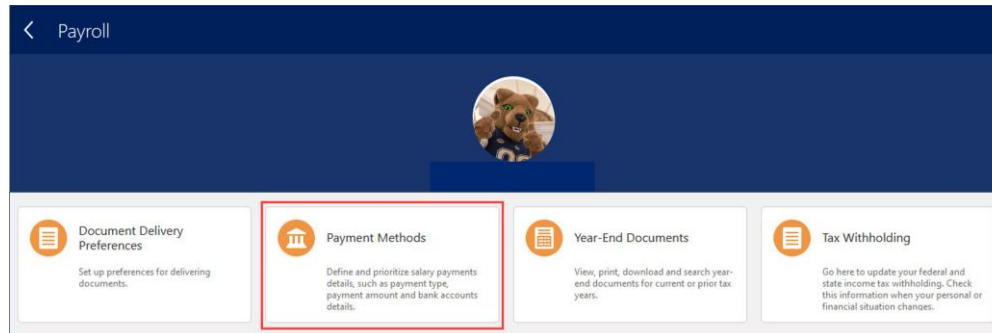
# Tax Information

| 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)<br>\$2.00 (biweekly) |



# Online Direct Deposit Form

- The University of Pittsburgh pays employees via direct deposit
- 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.
- You can review all your taxation information for each of your pays via your pay statements in Pitt Worx. Please be sure to check your pay statement if you do make any updates to your tax forms.

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

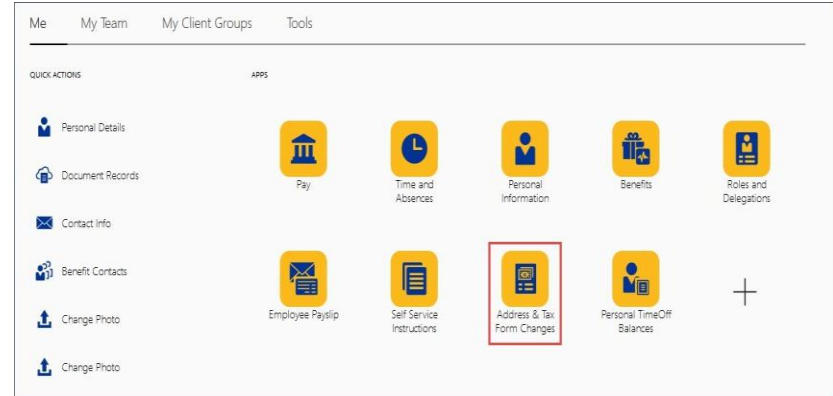


Image 1

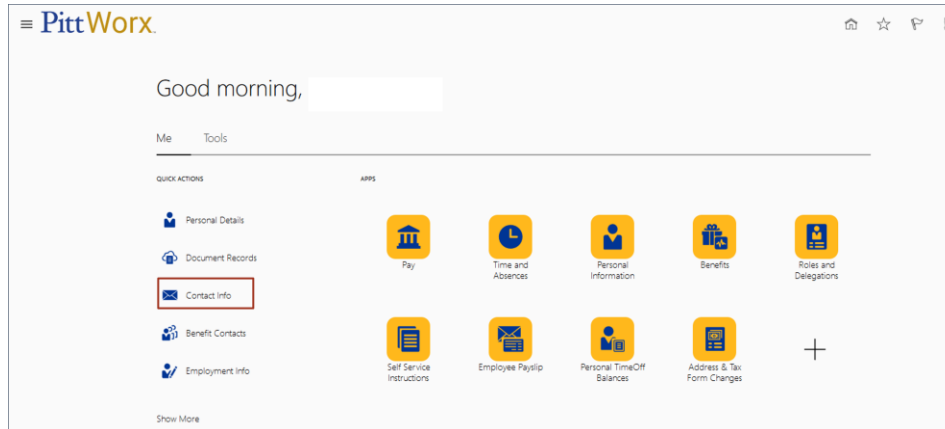


Image 2



# 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
- If you will be working remotely, please work with your department to complete a Flexible Work Agreement



# 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 five days after your first pay date and opt in to review your Form W-2 electronically in Pitt Worx.
- To opt in, log into the [myPitt](#) portal, select “Pitt Worx” from the task list, then select “Form W-2 Information” from the “Me” section of the homepage.
- You may access your Forms W-2 directly through ADP at any time if you do not have Pitt Worx access due to inactive status, termination, or if there is a Pitt Worx Outage. Active employees can also access Forms W-2 directly through ADP at any time. Read our [detailed instructions](#).”
- 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)*



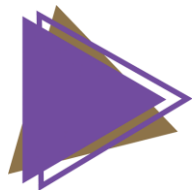
# Payroll Website

- 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](http://greaterpittsburghfcu.org)*

# 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)

# 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)



# 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 timecard.

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)



# 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.

# Front-Loaded Sick Time

- All full-time regular staff will receive 10 days of sick time upon hire.
- Part-time regular staff will receive a prorated amount of front-loaded sick time based on their full-time equivalency (FTE).
- Front-loaded sick time allotment is in addition to standard staff sick time accrual rates.

# 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
- Voluntary Sick Time Donation Bank available



# 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 timecard? 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 timecard 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 timecards 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)

# Navigating Pitt Worx

- Log in to the [myPitt](#) 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 [myPitt](#) 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 Timecards

- Log in to the [myPitt](#) 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 [myPitt](#) homepage
- Launch Pitt Worx from search results page
- Select “Time and Absences” from the Apps section
- Choose either “Current Timecard” or “Prior and Future Timecards”
- Add a new entry, view current timecards, or edit existing timecards as necessary

# Timecards 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](#)

**Comments**

---

# Timecards in Pitt Worx

The screenshot displays the Oracle Pitt Worx interface for viewing existing time cards. The top navigation bar includes the Oracle logo and utility icons. The main header shows a back arrow, a user profile icon, and the title 'Existing Time Cards'. The content area features a 'Time Cards' section with an '+ Add' button and a dropdown menu set to 'Last 5 time cards'. Below this, two time card entries are listed:

| Star | Period  | Status   | Actions |
|------|---|----------|---------|
| ☆    | 9/6/20 - 9/12/20<br>Total Hours:37.5<br>Absence Hours:7.5 | Approved | ...     |
| ☆    | 9/13/20 - 9/19/20<br>Total Hours:29.5<br>Absence Hours:15 | Approved | ...     |

# 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, 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)*

# Panther Card

Benefits include:

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



# 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

|   |   |   |
|---|---|---|
| <p><b>Public Transportation</b></p> <p><a href="https://pts.pitt.edu/mobility/public-transportation">pts.pitt.edu/mobility/public-transportation</a></p> <ul style="list-style-type: none"><li>• Pittsburgh Regional Transit buses</li><li>• Light rail system</li><li>• Incline stations</li><li>• Ride free with Pitt ID</li></ul> <p>Route maps, trip planners, and real-time updates available via the Transit app.</p> | <p><b>Campus Shuttles</b></p> <p><a href="https://pts.pitt.edu/mobility/shuttle-services">pts.pitt.edu/mobility/shuttle-services</a></p> <ul style="list-style-type: none"><li>• Pitt's Disability Shuttle</li><li>• SafeRider</li><li>• Ride both Pitt and CMU shuttles free with Pitt ID</li></ul> <p>Shuttle routes, schedules, and tracking available via TransLoc app and Pitt's Shuttle Tracker map.</p>    | <p><b>POGOH &amp; Personal Bikes</b></p> <p><a href="https://pts.pitt.edu/mobility/pogoh">pts.pitt.edu/mobility/pogoh</a></p> <p><a href="https://pts.pitt.edu/mobility/biking">pts.pitt.edu/mobility/biking</a></p> <ul style="list-style-type: none"><li>• Free 30-minute POGO rides</li><li>• Outdoor bike parking</li><li>• Secure bike lockers and rooms</li></ul> <p>Register your bicycle with the Pitt BikeIndex.</p> |
| <p><b>Carpooling &amp; Vanpooling</b></p> <p><a href="https://pts.pitt.edu/mobility/car-vanpools">pts.pitt.edu/mobility/car-vanpools</a></p> <ul style="list-style-type: none"><li>• Carpool to campus</li><li>• Join a vanpool</li></ul> <p>More information via CommuteInfo and Commute with Enterprise.</p>  | <p><b>Faculty &amp; Staff Parking</b></p> <p><a href="https://pts.pitt.edu/mobility/parking/facultystaff-parking">pts.pitt.edu/mobility/parking/facultystaff-parking</a></p> <ul style="list-style-type: none"><li>• Pitt parking permits</li><li>• Shared &amp; Set-day permits</li><li>• University garages and lots</li></ul> <p>Apply online for an on-campus parking permit to be added to the waitlist.</p> | <p><b>Parking on Pitt's Campus</b></p> <p><a href="https://pts.pitt.edu/mobility/parking">pts.pitt.edu/mobility/parking</a></p> <ul style="list-style-type: none"><li>• Parking reservations</li><li>• Oakland parking</li><li>• Accessible parking</li></ul> <p>Maps, reservation options, and contactless payments available via ParkMobile app.</p>  |

Learn about Pitt Mobility Services by visiting [pts.pitt.edu/mobility](https://pts.pitt.edu/mobility)

Questions about commuting options? Email [commuting@bc.pitt.edu](mailto:commuting@bc.pitt.edu)

# 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)*

# OHR Resources

- **HR website – [hr.pitt.edu](https://hr.pitt.edu)**
  - Staff handbook; University policies and procedures; Faculty and Staff Development Program; manager resources
- **[myPitt](#) > 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/)
- **Facebook:**
  - [fb.me/PittHumanResources](https://fb.me/PittHumanResources)
- **Instagram:**
  - [instagram.com/Pitt\\_HR](https://instagram.com/Pitt_HR)
- **LinkedIn:**
  - [linkedin.com/showcase/pitt-ohr](https://linkedin.com/showcase/pitt-ohr)
- 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)



University of  
Pittsburgh

Office of  
Human Resources

# 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, and 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)*

# 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:**  
[drs.pitt.edu](https://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](http://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](http://map.pitt.edu)
- **Learn more:**
  - [lgbtq.pitt.edu/trans-and-non-binary-information/guidelines-inclusion-related-gender-transition](http://lgbtq.pitt.edu/trans-and-non-binary-information/guidelines-inclusion-related-gender-transition)
  - [lgbtq.pitt.edu/education/resource-gender-inclusive-language](http://lgbtq.pitt.edu/education/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**

# 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



# 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)



University of  
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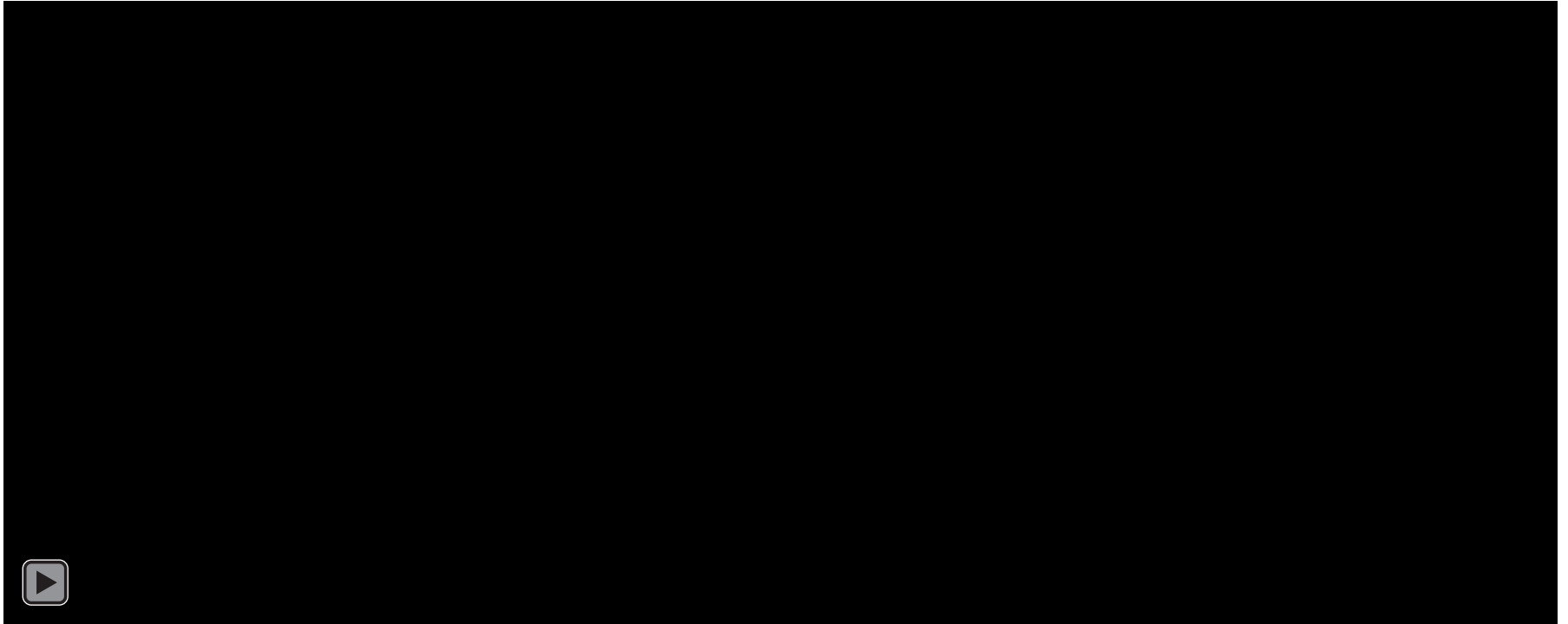
Office of  
Human Resources

# 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)*

# Getting Started with Sustainability



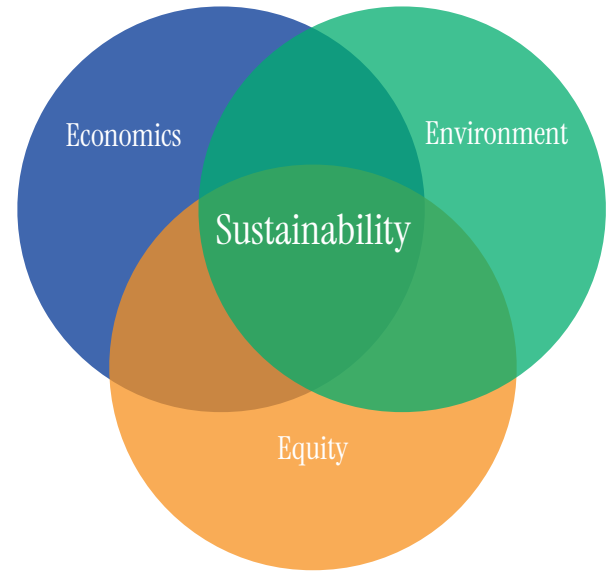
# About Pitt Sustainability

The University of Pittsburgh defines “sustainability” as balancing equity, environment, & economics so current and future generations can thrive. Sustainability is a **core value** at the University of Pittsburgh, integrated into research, education, engagement, & operational missions.

**EQUITY** - We focus on providing fair access to resources and opportunities, addressing disparities across communities.

**ECONOMICS** - We foster economic growth that aligns with sustainable practices, balancing development with long-term environmental and social goals.

**ENVIRONMENT** - We safeguard natural ecosystems and promoting practices that support ecological health and resilience for future generations.





# Our Impact & Rankings

**Recognition:** Pitt has earned national third-party rankings & certifications, highlighting our commitment to sustainable practices & measuring our achievements against peer institutions.



**Strategy:** Published in 2018, the *Pitt Sustainability Plan* outlines 15 impact areas and 61 goals to guide the University's sustainability efforts & track progress through key performance indicators. These impact areas are grouped into three themes: **Stewardship, Exploration, and Community & Culture.**

➤➤➤ See how we're doing in the [2018-2022 Progress Report!](#)

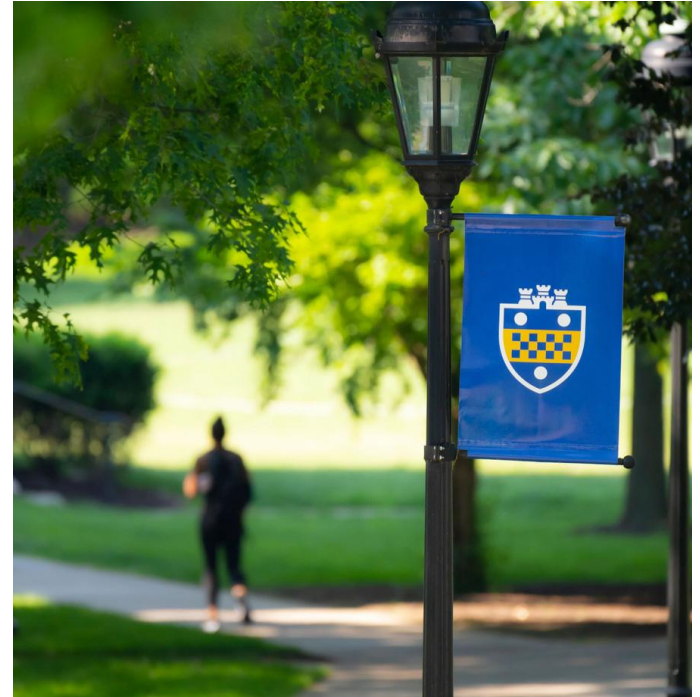


# Employee Resources

**Culture:** Every Pitt employee has a role to play in achieving Pitt's 61 sustainability goals, including reaching carbon neutrality by 2037 & reducing landfill waste 25% by 2030.

**Tools:** The [Employee Green Guide](#) provides employees with resources to take an active part in advancing the University's sustainability efforts:

- Pitt Green Office & Lab designations
- Recycling, composting, & zero waste
- Commuting options, including free transit & bike share
- Sustainable purchasing, surplus, & reuse
- Sustainability professional development certificate
- Education, events, community, & culture opportunities



# Pitt Sustainability: Fast Facts

**17**

pollinator,  
rain, & edible  
gardens

**1.4M**

**SQUARE FEET**  
of LEED certified  
green buildings

**2.9MW**

Rooftop solar across  
15 buildings & 2  
campuses by 2027

**28%**

**RENEWABLES**  
for electricity in  
2023

# Public Safety Department

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



University of  
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Office of  
Human Resources

# 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)
  - Online at: [safety.pitt.edu/police](https://safety.pitt.edu/police)
- 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 [safety.pitt.edu](http://safety.pitt.edu)



# 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: [pi.tt/concern](https://pi.tt/concern)

Call: 800-468-5768

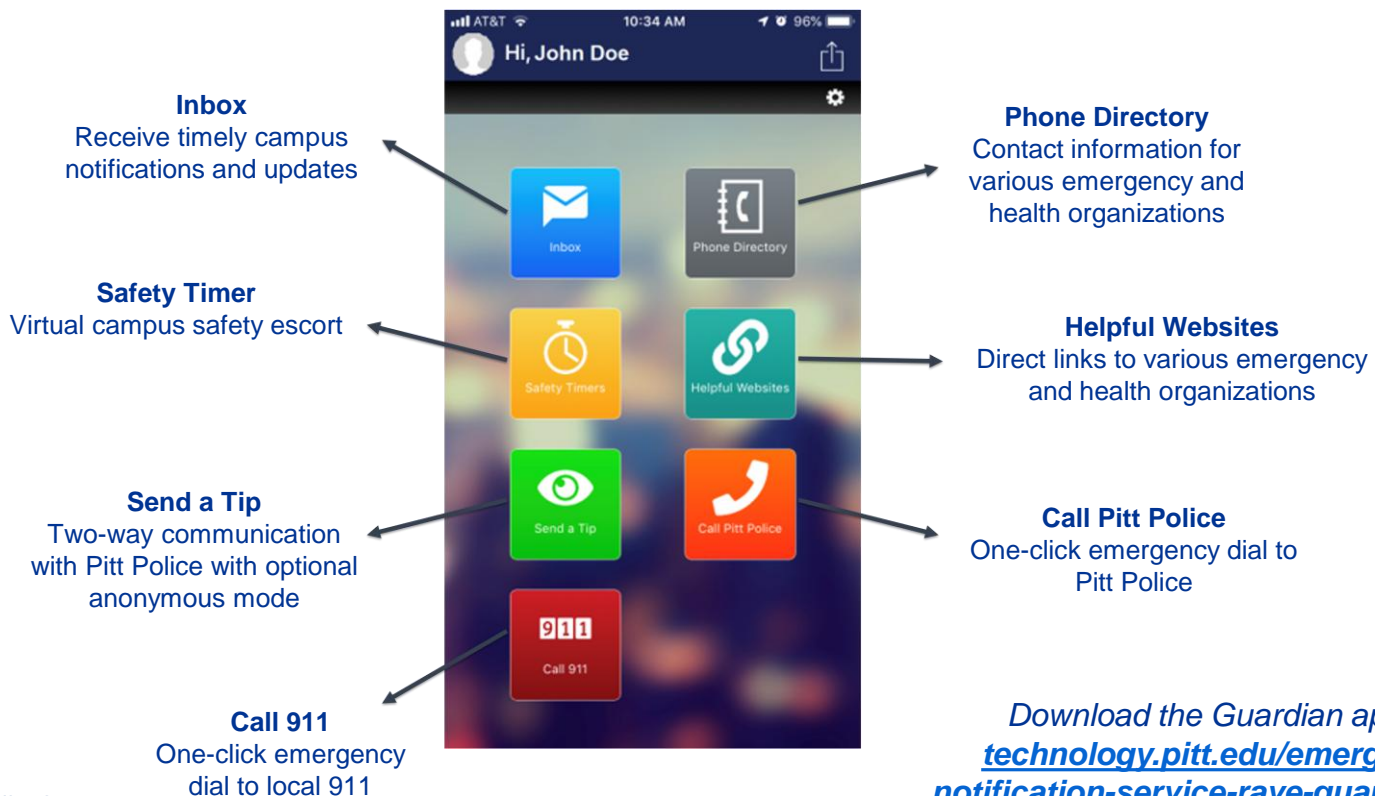
Text: 412-903-3456



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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)



# 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)

# Post-Orientation Checklist

## Form I-9, Employment Eligibility Verification

- Be sure to bring your documentation to your Form 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 [myPitt](#), 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](http://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 [myPitt](#) > Categories > 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)!

## Stay Connected:

- View upcoming events happening either on campus or virtually: <https://calendar.pitt.edu/>

## 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.



**Thank you for attending orientation today!**

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

**[pi.tt/newhire-survey](https://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)