Orientation Agenda

- All-Temps Overview
- Employee Notification
- Policies & Procedures
- Additional New Hire Paperwork
- Child Protection Clearances
- All-Temps Payroll
  - Pitt Worx
  - Accessing Online Pay Statements, W4, & Address Forms
- Affordable Care Act – Benefits
- All-Temps Evaluation
- Ending All-Temps Assignment
- All-Temps ID Card
- Office of Diversity & Inclusion
- Department of Environmental Health & Safety
- Pitt Police Department
- Personal Safety Apps
Employee Notification

The following outlines the terms and conditions of your employment and your responsibility as an All-Temps employee:

- You must notify your assigned department if you are unable to report to work as scheduled.
- You must submit time worked weekly into Pitt Worx.
- Time cards must be approved by your supervisor before 12 noon each Monday.
- If you did not work during the week, a timecard will not be required.
- Understand that time cards submitted late and/or not approved by your supervisor will be processed during the next bi-weekly pay period.
Employee Notification

• Changes to address and telephone number should be made through Employee Self-Service in Pitt Worx
• You must notify All-Temps during normal business hours (8:00 a.m. to 5:00 p.m.) of your availability for assignments or if your availability changes. If you do not contact All-Temps, you will not be considered for future temporary assignments
• Understand that continued employment through All-Temps is dependent upon satisfactory work performance and the University’s employment needs
• By accepting a temporary assignment there is no obligation by the University to offer you regular full-time or part-time employment
• Understand that your pay rate can change with each new assignment
University Policies

The University promotes a respectful work and academic environment.

These policies apply to all University faculty, staff, students, and individuals on University property

www.policy.pitt.edu

The University policies can be found in the Staff Handbook

www.hr.pitt.edu/handbook
New Hire Paperwork
Child Protection Clearances

• Certain new hire employees are required to complete the Child Protection Clearance process as a condition of employment

• As of January 1, 2020, all new employees that are required to have their Child Protection Clearances as a part of the position must have these clearances submitted and approved prior to beginning their employment with the University

• All new employees and appointees who have direct and/or routine contact with children under 18 years of age may not begin employment until all of the required Child Protection Clearances have been submitted and approved

⭐ NOTE: You are not permitted to be alone with children in connection with your employment and must remain in the immediate vicinity of a regular employee at the University until all three clearances are received and deemed acceptable by the University of Pittsburgh Office of Human Resources

Clearances & Training:
www.hr.pitt.edu/clearances-training
FERPA is a federal law that pertains to the release of and access to students’ educational records maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution.

Under FERPA, students have the right to:

- Inspect and review their educational records;
- Request to amend their educational records;
- Have some control over the disclosure of information from their educational records.

Unless subject to an exception under 35 CFR § 99.31, the University must have written permission from the student in order to release any information in their educational records, including to parents.

Additional information can be found at: www2.ed.gov/policy/gen/guid/fpco/faq.html
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
http://www.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).
Driving

All-Temps are not allowed to drive their own vehicle for work

- If your position requires you to drive, a motor vehicle report will be completed by the All-Temps team, and a University vehicle will be issued to you.

- Temps are required to commute to and from work with their own vehicle or other transportation but cannot drive their own vehicle during work hours.

- Temps cannot be reimbursed for mileage costs.

- If you are asked to drive your own vehicle for work purposes, please contact All-Temps.
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.

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

University-Wide Closure and Class Cancellation Policy
www.policy.pitt.edu/university-closure-and-cancellation
Payroll Department

www.payroll.pitt.edu
All-Temps employees **must** keep track of time worked in Pitt Worx

Weekly timecards **must** be submitted and approved by your supervisor before noon each Monday for the previous week.

If you did not work during the week, a timecard will not be required.

Time cards submitted late and/or not approved by my supervisor will be processed during the next bi-weekly pay period.

**NOTE:** All-Temps pays through direct deposit only

Pitt Worx Hub
https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/SitePages/Home.aspx
Multifactor authentication is an additional layer of security designed to prevent unauthorized access to your information and University data, including confidential retirement account details, pay statements, or direct deposit information.
Multifactor Authentication

Option 1 – Mobile phone or tablet
  • Download Duo Mobile app on smartphone

Option 2 – Register a landline (office phone) or non-smartphone
  • Register desk phone

Option 3 – Hardware Token
  • Pick up hardware token at Technical Support Desk at the University Store on Fifth (4000 Fifth Avenue)

If you need assistance with multifactor authentication hardware tokens or any other questions, please contact the Technology Help Desk at 412-624-HELP [4357] or technology.pitt.edu at any time.

Step-by-step instructions are also available: www.technology.pitt.edu/multifactor
My Pitt Portal

- You must activate the authentication in order to access your pay and other confidential information. This includes the my.pitt.edu portal which utilizes Pitt Passport.
- Start today: [http://technology.pitt.edu/multifactor](http://technology.pitt.edu/multifactor)
- Log in: my.pitt.edu > Sign In
Sample Temporary Pitt Worx Timecard

Existing Time Cards
Andre JacksonTEST

Time Cards

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Total Hours</th>
<th>Absence Hours</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/6/20 - 9/12/20</td>
<td>37.5</td>
<td>7.5</td>
<td>Approved</td>
</tr>
<tr>
<td>9/13/20 - 9/19/20</td>
<td>29.5</td>
<td>15</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Sample Temporary Pitt Worx Timecard

Please remember to add one (1) hour to your timecard to get paid for your time in orientation today!
Sample Temporary Pitt Worx Timecard
Anyone hired or requesting a change January 1, 2020 or after must complete the new 2020 Form W-4:

- If you do not complete a new form, the default is Single

After you submit your change, please be sure to review your next pay statement; it is important you do a review to ensure the correct amount of taxes are withheld

If you need to make additional changes, the IRS permits you to update your Form W-4 at any time throughout the year; you can update your filing status and allowances through Employee Self-Service

www.payroll.pitt.edu/new-2020-form-w-4-employees-withholding-certificate
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
Accessing Your Online Pay Statement

• Pay statements can be accessed in the Pay section of Pitt Worx Employee Self-Service
• Available on pay day
• View statements up to 3 years prior
• Lists earnings and deductions
Online Direct Deposit Form

- The University of Pittsburgh pays by direct deposit only
- Direct deposit is available for one bank account only
- After changing your direct deposit, you will receive an email confirmation to your Pitt email account
- Direct deposit can be changed in Document Delivery Preferences of the Payroll section
Benefits

• Temp employees may qualify for benefits under the Affordable Care Act
• If your department indicated that they expected your assignment to be at least 90 days long AND at least 30 hours a week, you will be eligible for the Panther Basic Health Insurance plan
• If your assignment meets the criteria, the Benefits department will reach out to you via email with benefits enrollment details
Retirement Savings Plan

- Defined Contribution Plan (403b Plan) – supplemental only; not eligible for matching University contributions
- Employee makes contributions – a % of biweekly pay
- Balance of the account depends on the returns from investments and the funds contributed over time
- Eligibility to contribute begins the first of the month following 30 days of employment
LinkedIn Learning at Pitt provides unlimited access to thousands of online educational videos.

- Create and share playlists of your favorite courses
- Keep track of your course history
- Bookmark your favorite courses and even specific points within videos
- Earn certificates of completion
- Watch videos on your computer or any mobile device

To get started, enter your Pitt username and password to log in at:
www.linkedin.com/learning
All-Temps Evaluation

Continued employment through All-Temps is dependent upon your satisfactory work performance, as well as the University’s employment needs.

You will be evaluated on the following:

- Attendance
- Punctuality
- Initiative
- Communication
- Interpersonal Skills
- Customer Service
- PC skills (if applicable)
- Typing (if applicable)
- Ability to learn new task
- Overall Performance
End of All-Temps Assignment

- To be considered for new assignments once your assignment ends or if you are no longer interested in future assignments, you must inform All-Temps of your availability.

- You are required to return all University issued property, including IDs.

- Please make sure all timecards have been submitted at the end of the assignment.
All-Temps ID Card

You are required to obtain your All-Temps photo ID card at Panther Central, located in the lobby of Litchfield Towers

- Open 24 hours a day, 7 days a week
- Please wait 24 hours before going to Panther Central to allow your department and the system to update to reflect your employment at Pitt
- 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
In Litchfield Towers lobby at intersection of Fifth Avenue and Thackeray Street; at street level, proceed up stairs and into the lobby. Panther Central is located inside the lobby on left hand side.

*University of Pittsburgh campus map:* [www.map.pitt.edu](http://www.map.pitt.edu)
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 authentic sense of belonging.
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, and Inclusion includes:

- Civil Rights and Title IX
- Digital Accessibility
- Disability Resources and Services
- Equity Assessment, Programming, and Training
- Institutional Equity and Affirmative Action

Office for Equity, Diversity, and Inclusion:
www.diversity.pitt.edu
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

Digital accessibility resources:
• Review information on the Digital Accessibility web page (www.diversity.pitt.edu/digital-accessibility)
• Use Siteimprove for website accessibility (www.diversity.pitt.edu/accessibility/technical-support/siteimprove)
• Email accessibility@pitt.edu for a consultation
Disability Resources and Services

Disability is an aspect of diversity. The Office of Disability Resources and Services (DRS) is committed to providing equal opportunities to staff, faculty, and students with disabilities.

DRS is the designated unit to determine reasonable accommodations and services. At the University of Pittsburgh, we are committed to providing equal opportunities to students, staff, and faculty with documented disabilities.

Schedule a meeting with DRS to discuss reasonable accommodations.

Disability Resources and Services:
www.diversity.pitt.edu/accessibility/disability-resources-and-services
Institutional equity provides services to assist with increasing equity, diversity, and inclusion at the University of Pittsburgh. Services include:

- Excellence in Diversity Recruiting Training
- Providing demographic information on the candidate pool
- Sources to reach out to diverse candidates
- Providing demographic information on the incumbency in departments, schools, centers, and units
- Review job descriptions for inclusive language
- Aid with obtaining religious accommodations
- Guidance on compliance concerns

Learn more about institutional equity:
www.diversity.pitt.edu
Equity, Diversity, and Inclusion Education

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. A sample of workshop topics include:

• Micro-aggressions
• Anti-racism
• Accessibility in Microsoft Office
• Bystander training
• Recruiting for excellence and diversity

OEDI also facilitates the Diversity and Inclusion Certificate Program (DICP) through the Faculty and Staff Development Program (FSDP) at [www.hr.pitt.edu/fsdp](http://www.hr.pitt.edu/fsdp).
Pitt Communities

Pitt Communities are staff and faculty affinity groups liked 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.

Current Pitt communities:

- **Chinese Affinity Group** (CAG)
- **Equipoise** (Black/African American Affinity Group)
- **Hispanic and Latino Professional Association** (HLPA)
- Intergroup Dialogue
- **Pitt Queer Professionals** (PQP)
- **Veterans Affinity Group**
- **Women’s Affinity Group**
- **Pitt Muslim Affinity Group**
- **Pitt Disability Community**

Pitt Communities:

[www.diversity.pitt.edu/pitt-communities](http://www.diversity.pitt.edu/pitt-communities)
Civil Rights and Title IX

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.

All new staff must take the Preventing Harassment and Discrimination online training courses aimed at promoting a respectful and inclusive work and academic environment. These training courses must be completed during your provisional period. Both courses can be found on my.pitt.edu and will be available to all new hires on the Wednesday after orientation.

OEDI is committed to fostering a culture of reporting. All community members are encouraged to report incidents of discrimination, harassment and bias incidents. Reports can be made by submitting a report on the Office for Equity, Diversity, and Inclusion website. The University prohibits retaliation against any person who makes a claim of discrimination or harassment, or who participates in an investigation.

Title IX Office:
titleixcoordinator@pitt.edu
University Policies and Guidelines

The Nondiscrimination, Equal Opportunity, and Affirmative Action and Sexual Misconduct policies apply to all University faculty, staff, students, and/or individuals on University property.

Sexual misconduct includes:
- Sexual violence
- Sexual harassment
- Relationship violence
- Stalking

The University has created a Guidelines for Inclusion Relating to Gender Transition web page 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. You can read this guide at www.diversity.pitt.edu/resources/resources-diverse-populations/lgbtqia-resources/guidelines-inclusion-relating-gender.

Learn more about available workshops:
www.hr.pitt.edu/fsdp
Get Involved!

✅ Visit the Diversity and Inclusion website for resources available across the University

✅ Report misconduct or a bias incident

✅ Attend/request an educational workshop

✅ Participate in the Diversity and Inclusion Certificate Program

✅ Check our website for upcoming programs and happenings:
  • Diversity Book Club
  • Monthly celebrations/cultural events
  • Affinity Group/Community events

✅ Engage inclusively!
Environmental Health & Safety Services:

- Fire prevention & life safety
- Hazardous materials and waste
- General safety and accident investigation
- Training and education
- Regulatory compliance

For more information:
www.ehs.pitt.edu
safety@ehs.pitt.edu
Public Safety Department

Emergency number: 412-624-2121
Administration: 412-624-4040
Anonymous tip line: www.police.pitt.edu/anonymous-tip-line or 412-624-2121
Emergency Event website for students and staff: www.emergency.pitt.edu
Email: police@pitt.edu
Main administration: Public Safety Building, 3412 Forbes Avenue
Mini-stations:
  • Forbes Avenue, under the stairs entering Lawrence Hall
  • Lobby of Sutherland Hall (upper campus – Sutherland Drive)
  • Bouquet Gardens, Building J

University of Pittsburgh Police website
www.police.pitt.edu
Public Safety Department

- Provides 24-hour protection for 40,000 students, faculty, and staff at Pitt facilities over 130 acres

- 100 commissioned officers, which include a bicycle unit, a K-9 unit, and a Special Emergency Response Team (SERT)

- Stay safe around campus!
  - Look for the blue EMERGENCY lights on campus and explore all services and resources available to the Pitt community: [www.police.pitt.edu/resources](http://www.police.pitt.edu/resources)

For Safety Sake:
[www.safety.pitt.edu](http://www.safety.pitt.edu)
• All University of Pittsburgh employees have access to AlertLine, a telephone line that makes it comfortable and convenient for employees to report irregular or troublesome workplace issues such as financial improprieties, human resources matters, research compliance concerns and other legal or regulatory matters.

• Most workplace issues can be best handled by bringing them to the attention of your supervisor, but the AlertLine is there as an additional resource, if this is not possible.

• Callers to the AlertLine are given the option to remain anonymous. AlertLine calls are answered by independent communications specialists who are not employees of the University of Pittsburgh.

• These individuals record information that the callers provide and then turn the information over to the appropriate University of Pittsburgh entity.

Pitt AlertLine:
www.pitt.alertline.com
1-866-858-4456
Guardian Personal Safety App

Inbox
Receive timely campus notifications and updates

Safety Timer
Virtual campus safety escort

Send a Tip
Two-way communication with Pitt Police with optional anonymous mode

Call 911
One-click emergency dial to local 911

Phone Directory
Contact information for various emergency and health organizations

Helpful Websites
Direct links to various emergency and health organizations

Call Pitt Police
One-click emergency dial to Pitt Police

CSSD website:
www.technology.pitt.edu/emergency-notification-service-rave-guardian-app
Contact Us

Office of Human Resources
200 South Craig Street
Pittsburgh, PA 15260
8:00 AM to 5:00 PM

Questions? Please submit a ticket at:
https://www.hr.pitt.edu/contact-ohr

All-Temps Recruiters

Kristen Korbich
Manager, All-Temps

Corey Bowlby
Senior Recruiter, All-Temps

Jessica Phillips
Recruiter, All-Temps

Kyara Jefferson
Recruiting Assistant, All-Temps