All-Temps Orientation

Office of Human Resources

University of Pittsburgh

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Orientation Agenda

- All-Temps Overview
- Important Policies
- Payroll Department
- All-Temps Benefits
- Office for Equity, Diversity, & Inclusion
- Environmental Health & Safety and Public Safety

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All-Temps Overview

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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 direct supervisor before noon each Monday

- If you did not work during the week, a time card 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 a.m. to 5 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

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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

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All-Temps ID Card

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

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Panther Central

- Located 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 the left.

*University of Pittsburgh campus map is available at **map.pitt.edu***

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Important Policies

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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

The University's mission focuses our success in three areas:

Our People	Our Programs	Our Purpose
Who we are	*What we do*	**The difference we make**
We are a diverse community of scholars, learners, partners and leaders dedicated to a common cause: the pursuit of knowledge.	Our initiatives and operations fuel opportunities of the highest quality in three key areas: academic excellence, research and scholarship, and community service.	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.

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***

University Policies

- The University promotes a respectful work and academic environment

- The Office of Policy Development and Management administers the policy development process, manages policy publication and catalogs, and advises on policy-related inquiries and education
  - These policies, available at **policy.pitt.edu**, apply to all University faculty, staff, students, and individuals on University property

- The Staff Handbook provides University staff members with an overview of the University's best practices
  - University policies can be found in the OHR handbook at **hr.pitt.edu/handbook**

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Family Educational Rights & Privacy Act (FERPA)

- 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 FERPA information available at
www2.ed.gov/policy/gen/guid/fpco/faq.html

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***

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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).

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

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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, temporary employees, 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**

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Payroll Department

payroll.pitt.edu

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Pitt Worx

- 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

*Visit the Pitt Worx Hub at **pi.tt/pittworx-hub***

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University of Pittsburgh Portal

Multifactor Authentication (Duo)

- Multifactor authentication, provided by Duo Security, adds another layer of security to your online accounts when using the My Pitt portal

- Duo also prevents unauthorized access to your information and University data, including confidential retirement account details, pay statements, or direct deposit information

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Multifactor Authentication (Duo)

Get started in three easy steps:

- Decide what type of device or method to register as your primary means to authenticate

- Register your devices and/or method
  - Log in to the Manage My Account service via **my.pitt.edu**
  - Click Login & Security then Add/Manage Pitt Passport Devices and complete the steps
- Log in to a Pitt Passport service using the device you registered and select Send Me a Push, Call Me, or Enter a Passcode

Set up multifactor authentication for your online accounts at
technology.pitt.edu/multifactor

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Pitt Worx Employee Self-Service

Time Cards in Pitt Worx

Time Cards in Pitt Worx

Form W-4

- 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

Review Form W-4 updates at **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
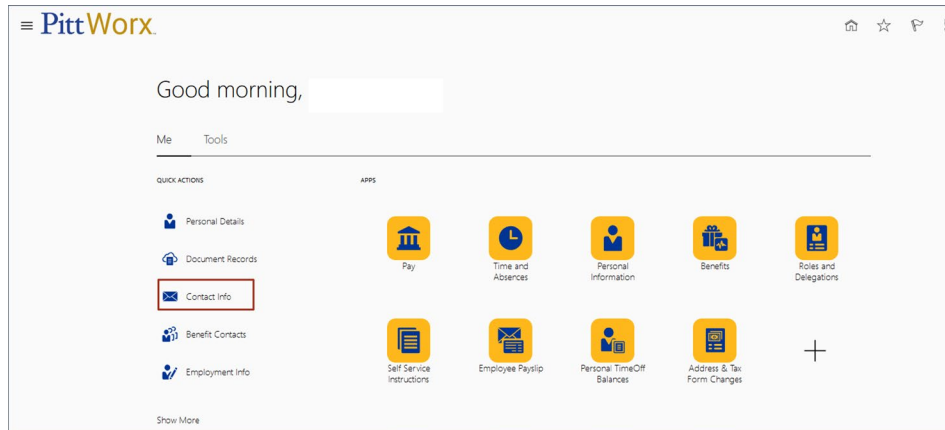
Electronic Form W-2: Employee Consent

- 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

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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 three years prior
- Lists earnings and deductions
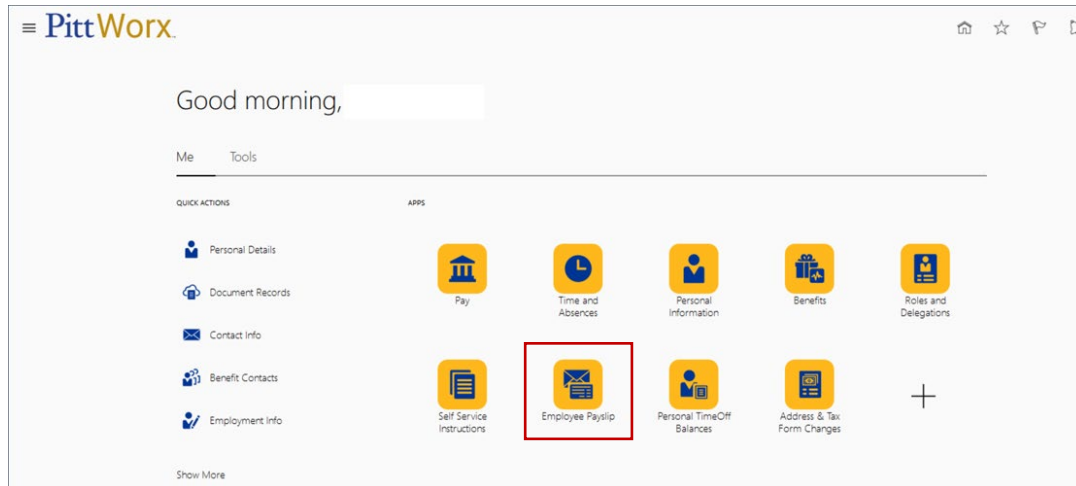
Online Direct Deposit Form

- 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
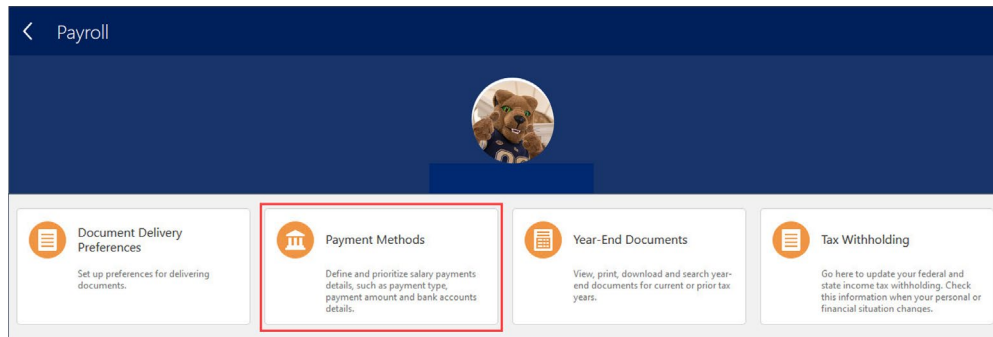
All-Temps Benefits

hr.pitt.edu/benefits

All-Temps 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
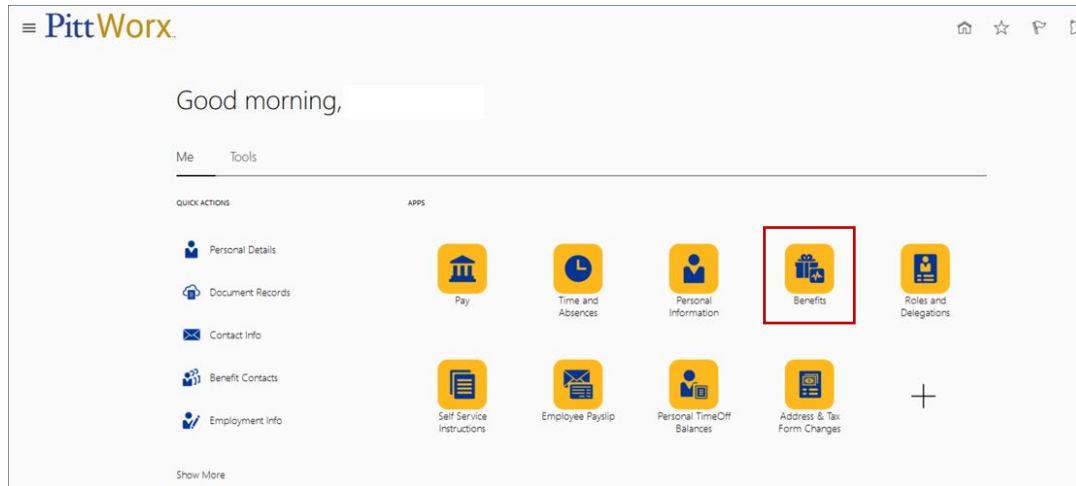
LinkedIn Learning at Pitt

- 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, log in with your Pitt credentials at
linkedin.com/learning

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 and Title IX
  - Digital Accessibility
  - Disability Resources and Services
  - Equity Assessment, Programming, and Education
  - Institutional Equity

Visit the Office for Equity, Diversity, & Inclusion at
diversity.pitt.edu

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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**

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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.

Contact Us: drs.pitt.edu

- When an employee with an ADA-qualifying disability requests accommodation, the University will grant a reasonable accommodation, provided that doing so does not present an undue hardship or cause a direct threat to workplace safety. DRS is the designated unit to determine reasonable accommodations and services.

- If now or at any point in your employment, you are experiencing a condition/impairment that you believe substantially limits one or more major life activities, you may have a qualifying disability within the meaning of the ADA. If you believe a reasonable accommodation is needed due to this condition/impairment in order to perform the essential functions of your job, please reach out to DRS to begin the interactive process.

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**
  - Use *Siteimprove* to evaluate the accessibility of your websites (**diversity.pitt.edu/disability-access/digital-accessibility/technical-support/siteimprove**)
  - Email **accessibility@pitt.edu** for a consultation

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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

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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

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

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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.

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

- The Nondiscrimination, Equal Opportunity and Affirmative Action Policy includes:
  - Harassment based on protected characteristics
  - Discrimination based on protected characteristics

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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** and will be available to all new hires on the Tuesday after orientation via an email from Vector Solutions.

*Contact Us: **titleixcoordinator@pitt.edu***

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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

- Learn more:
    - diversity.pitt.edu/guidelines-inclusion-relating-gender-transition
    - diversity.pitt.edu/resource-gender-inclusive-language

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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) 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
- Email: titleixcoordinator@pitt.edu
- Phone: 412-648-7860

Pitt Police
- Website: police.pitt.edu/submit-tip
- Email: police@pitt.edu
- Phone: 412-624-2121

Rave Guardian App
- technology.pitt.edu/rave-guardian-app

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Engage Inclusively!

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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Environmental Health and Safety

ehs.pitt.edu

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***

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Public Safety Department

police.pitt.edu

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**
    - Email Pitt Police at **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.

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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**

- Explore all services and resources available to the Pitt community at **police.pitt.edu/node/634**

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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.

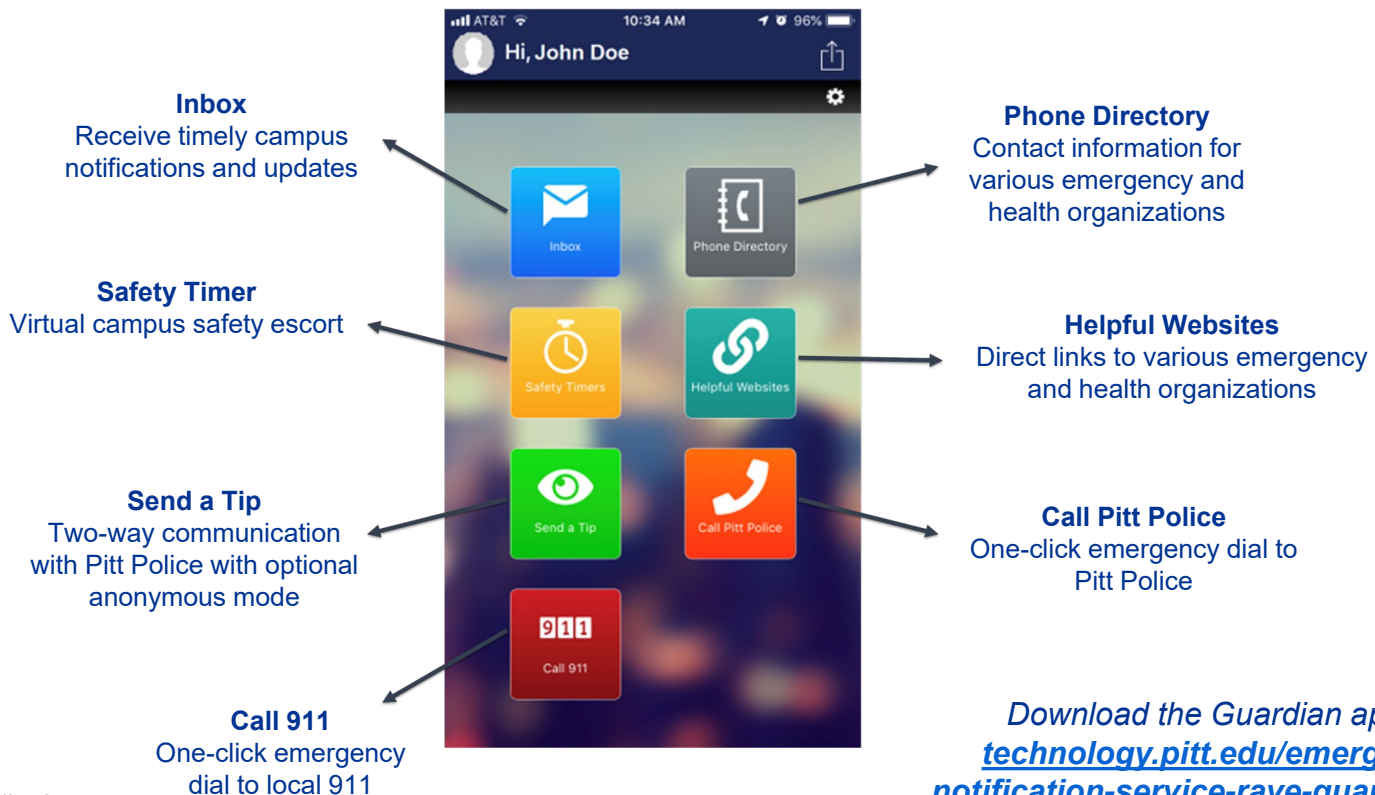| Website: https://pi.tt/concern	Call: 800-468-5768	Text: 412-903-3456

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Guardian Personal Safety App

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

Download the Guardian app at technology.pitt.edu/emergency-notification-service-rave-guardian-app

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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/alltemps-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

hr.pitt.edu/contact-ohr

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