Welcome!
University of Pittsburgh
Staff Orientation
Welcome from Chancellor Patrick Gallagher
Orientation Agenda

Morning

- History, Structure, Governance
- Human Resources Overview
- Payroll Department
- **Break**
- Paid Time Off & How to Track it
- Panther Card
- Office of Diversity & Inclusion
- Computing Services & Systems Development
- Campus resources

Afternoon

- **Lunch**
- Health & Welfare Benefits & Retirement Savings
- **Break**
- Parking & Transportation
Folder content

Left Hand Side:

✓ Safe Working Environment
✓ The Pitt Promise
✓ For Safety’s Sake (Annual Security and Fire Safety Report)

Right Hand Side:

✓ Copy of slides
✓ Copy of paperwork
✓ HR signature forms
✓ Campus Map
New Hire Introductions
University of Pittsburgh

History, Structure, and Governance
University of Pittsburgh: At-a-Glance

- Founded in 1787
- State-related, research university
- Member of Association of American Universities
- Part of the Commonwealth System of Higher education
- 5 Campuses:
  - Pittsburgh (Oakland)
  - Johnstown
  - Greensburg
  - Bradford
  - Titusville
University of Pittsburgh – 2017 Stats

**Students**
- Undergraduate: 25,264
- Graduate: 9,316

**Staff**
- Full-time: 7,412
- Part-time: 327

**Faculty**
- Full-time: 4,679
- Part-time: 782

**Alumni**
- 324,200+
What is a State-related University?

- Four state-related schools in PA:
  - University of Pittsburgh
  - Penn State University
  - Temple University
  - Lincoln University

- Commonwealth of PA provides an annual appropriation

- Operate under their own charters and governed by Board of Trustees
University’s Leadership Structure

Board of Trustees
- Chairman & Chancellor are officers
- 36 Trustees
- 8 Commonwealth Trustees
- 4 Members Ex-Officio
- 29 Emeritus Trustees

Five Senior Offices
- Office of Chancellor
- Office of the Provost
- Office of the Chief Financial Officer
- Office of Business and Operations
- Health Sciences
Office of the Chancellor

Chancellor Patrick Gallagher

Senior Vice Chancellor & Provost
Senior Vice Chancellor for Engagement, Chief of Staff, & Secretary of the Board
Senior V.C. for Health & Sciences and Dean of the School of Medicine
Senior V.C. & Chief Financial Officer
Senior V.C. & Chief Legal Officer
Interim Vice Provost & Dean of Students
Vice Provost for Academic Planning and Resource Management
Vice Provost for Research
Vice Chancellor of Communications
Vice Chancellor for Economic Partnerships
Vice Chancellor, Community & Governmental Relations
Assoc. Vice Chancellor for Diversity and Inclusion
Vice Chancellor of Institutional Advancement
Assoc. Vice Chancellor & Executive Director of Alumni Relations
Director of Internal Audit Interim
Vice Chancellor Health Sciences Development
Athletic Director
Computing Services and Systems Development
Office of the Provost

Dr. Patricia Beeson
Provost and Senior Vice Chancellor

- The Kenneth P. Dietrich School of Arts and Sciences
- College of General Studies
- Katz Graduate School of Business
- School of Education
- The Swanson School of Engineering
- School of Information Sciences
- School of Law
- Graduate School of Public and International Affairs
- School of Social Work
- University Honors College
- Center for Instructional Development and Distance Education
- Center for Philosophy of Science
- Learning Research and Development Center
- Office of Admissions and Financial Aid
- Office of the University Registrar
- University Center for International Studies
- University Center for Social and Urban Research
- University Library Systems
- University Press

Regional Campuses
- University of Pittsburgh at Bradford
- University of Pittsburgh at Greensburg
- University of Pittsburgh at Johnstown
- University of Pittsburgh at Titusville
Office of the Chief Financial Officer

Arthur Ramicone

- Office of the Controller
- Budget and Financial Reporting
  - Capital Asset Management
  - Finance
  - Financial Compliance & Research
- Financial Information Systems
- Financial Records Services
- General Accounting
- Institutional Research
- Management Information and Analysis
  - PantherExpress
  - Payroll
  - Research and Cost Accounting
  - Risk Management
  - Student Payment Center
  - Workers’ Compensation
Office of Business & Operations

Greg Scott
Senior Vice Chancellor

- Human Resources
- Facilities Management
- Public Safety
  - Pitt Police
- Auxiliary Services
  - Student Housing
  - Food Services
  - Parking & Transportation
- Property Management
- University Stores
- Faculty Clubs
Health Sciences

Dr. Arthur Levine
Senior Vice Chancellor

- School of Dental Medicine
- School of Nursing
- Graduate School of Public Health
- School of Pharmacy
- School of Medicine
- School of Health and Rehabilitation Sciences
Follow the Chancellor on Twitter @PittChancellor

Check out Pitt on Facebook:
https://www.facebook.com/upitt

http://www.impact.pitt.edu
The Plan for Pitt: Planning Framework

**MISSION**
- Offer superior educational programs
- Advance the frontiers of knowledge and creative endeavor
- Share expertise with private, community, and public partners

**STRATEGIC PRIORITIES**
In advancing our mission, we will rank among the finest universities in the world, emphasizing as Strategic Priorities:

- Consistently Deliver Excellence in Education
- Impact Through Pioneering Research
- Build Community Strength
- Extend Our Global Research
- Provide Top Value
- Secure an Adequate Resource Base

**DRIVERS**
- As we strive for excellence and impact in advancing our mission and vision, we face profound challenges and opportunities in our region and the global landscape of higher education. These demand dynamic responses, presented here as drivers of foundational change.

- Partnering for Impact
  - We will facilitate internal collaboration to enrich the interdisciplinary of our academic endeavors & enhance operational efficiency & actively pursue engagements of private, public, government, & international partners on strategic initiatives.

- Harnessing Information
  - We will transform the scale & impact of our activities by harnessing information in pursuit of grand challenges. This will drive innovative approaches to research, student learning & development, community & alumni engagement, & operational excellence.

- Shaping Our Culture
  - Ours will be a culture in which faculty, staff, students, & alumni all strive for excellence. We will invest in the continuous development of our people & become more divers & interconnected, agile in our decision making, & engaged as a community. With resiliency, integrity, & determination, we will be entrepreneurial & innovative in achieving impactful results.

**VALUES**
- With respect for each other and our rich tradition, the University of Pittsburgh embraces as core values:
  - Excellence, Impact
  - Integrity, Virtue
  - Collaboration, Collegiality
  - Diversity, Inclusion
  - Entrepreneurship, Agility

The Plan for Pitt: Goals

These goals help put the strategic priorities for the Plan for Pitt into action!

**Advance Educational Excellence**
We aspire to be a university that prepares students to lead lives of impact through a supportive environment, focused on a holistic and individualized approach to learning inside and outside the classroom.

**Engage in Research of Impact**
We aspire to be a university that advances the frontiers of knowledge and makes a positive impact on the world through collaborative and multidisciplinary approaches to research that focus on areas of great societal need.

**Strengthen Communities**
We aspire to be a university that strengthens our communities— from the Pitt community, to our region, and the world around us—by expanding engagements, supporting collaborations, and embracing a global perspective.

**Build Foundational Strength**
We aspire to be a university that supports success through a foundation of strong internal culture, a robust capacity to partner, outstanding infrastructure, and effective operations.

**Embrace Diversity and Inclusion**
We aspire to be a university community that embodies diversity and inclusion as core values that enrich learning, scholarship, and the communities we serve.
Shared Governance

The University has a wide range of organizations that participate in governance activities:

- University Senate
- Staff Council
- Student Governments
- Advisory groups and review committees

- Faculty in academic units determine curriculum, graduation requirements, approve the granting of degrees, etc. through the authority granted to them by the Board of Trustees.
Staff Governance: Staff Council

- Staff Council is a representative body of volunteer staff dedicated to improving the staff experience at Pitt.
- Staff Council is committed to representing the University of Pittsburgh staff through shared governance, professional development and community service.
Human Resources Departments

**HR Administrative Support Services**
4-7000  hradsup@pitt.edu
- Process employee records
- Provide customer support
- PRISM TRKS

**Compensation**
4-7000, option 3
- Review & classify staff positions
- Administer Staff Classification System guidelines
- Fair Labor Standards Act review

**Benefits**
4-8160
- Medical and education benefits
- Retirement
- FMLA, leave of absence, STD/LTD

**Talent Acquisition**
4-7000, option 3
- Staff & temp recruitment consultant
- Develop talent sourcing strategies
- University recruitment compliance specialist

**Employee & Labor Relations**
4-4645
- Assist in management of staff performance and conduct
- Employee discipline matters
- Handbook and policy interpretation & application

**Organization Development**
4-8044
- Performance management
- Strategic planning
- Training and development
Human Resources Recruiters

Contact: 412-624-7000, option 3    hradsup@pitt.edu

Tom Armstrong
Janet Gerster
Bree Houck
Kevin Morris

Sarah Morgan
Michael Nordenberg
Amy Palko
Jordan Miller
Hire Letter Review

✓ Start Date
✓ Provisional period
✓ Classification & working title
✓ Status
  ✓ Exempt
  ✓ Non-exempt
✓ Work week
  ✓ 37.5 hours
  ✓ 40 hours
✓ Salary
  ✓ Monthly pay period
  ✓ Biweekly pay period
✓ Department
✓ Grant funding statement
✓ Child protection clearance statement
Provisional Period

✓ Every staff employee has a provisional period to learn the job and to ensure a good fit
✓ Professional: generally six months
✓ Administrative support: generally three months
✓ Provisional must be complete before receiving tuition benefit
✓ Twice the provisional must be completed 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
Provisional Reviews

✓ 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: July 1 to June 30
- Every staff member should receive a performance review
- Performance reviews are typically completed during the Spring term
New Hire Paperwork

Please do NOT un-staple!

- Hire letter
- Voluntary self-identification forms
- Workers’ compensation information form
- PA Workers’ Compensation Act Employee Acknowledgement Form
- Orientation to University policies form
- Intellectual Property Rights Assignment Form
- **Required** child protection clearances
  - Employee Disclosure Statement must be signed and kept in Human Resources
Pennsylvania Workers’ Compensation Act

- What does Workers’ Compensation provide?
  - Income replacement if you are unable to work due to a work-related injury
  - Payment of medical expenses associated with work-related injury or illness

- Employee responsibilities in the case of a work-related injury
  - Report the injury to your supervisor and complete an accident/injury report
  - Seek medical treatment from a designated provider for the first 90 days

- Employee Acknowledgement Form
  - Panel of physicians, emergency treatment, second opinions, surgery
Child Protection Clearances

- Certain new hire employees are required to complete the Child Protection Clearance process as a condition of employment.
- If you do not have the results of the three required Child Protection Clearances, the completion of a disclosure statement will be required.
- Your signature on the disclosure statement declares that you have not committed a disqualifying offense, have applied for all three clearances, and that you recognize the 90 day allowance to submit the required results to the Office of Human Resources.
  - If the results of your clearances are not presented to the Office of Human Resources within 90 days of your start date, you will be removed from your position without pay and not permitted to return until the results are received.
- 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.
  - If you have questions, please contact your recruiter.
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 information can be found at: http://familypolicy.ed.gov/faq-page/13#t60n65
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.

For more information, please visit: http://www.pitt.edu/HIPAA/
Personal Use of University Time & 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:
• Discrimination and Harassment Prevention
  *Must be completed within Provisional Period*

Required per Position:
• Child Abuse Recognition and Reporting online course (for position that will work around Minors)
• HIPAA
• Environmental Health & Safety trainings

Other training available:
• Preventing Discrimination and Sexual Violence: Title IX, VAWA, and the Clery Act for Faculty & Staff

*Note: Access to the Discrimination and Preventing Discrimination & Sexual Violence trainings are not available until 7-10 business days after your start date.*
Why members of the Staff Council LOVE working at Pitt!
University of Pittsburgh Portal
my.pitt.edu
University of Pittsburgh Portal
my.pitt.edu
Payroll Department
Payroll Department
www.payroll.pitt.edu
When is Payday?

• The University has two payrolls: monthly and biweekly
• Payday for monthly employees is the last working day of each month
  • Staff and Faculty
• Payday for biweekly employees is every other Friday (exceptions may occur due to holidays)
  • Union staff, some part-time staff, and ALL-Temps
Select the PRISM Login link to access online self service
PRISM: Employee Self-Service

Use the Self Service option in PRISM to update your Direct Deposit, W-4, or Address or view pay statements.
Online Pay Statement

- Pay statements can be accessed online in PRISM under Self-Service
- Available on payday
- View statements up to 3 years prior
- Lists earnings and deductions
- If you forget your username or password contact the Technology Help Desk for assistance (412-624-4357 or helpdesk@pitt.edu)
## Tax Information

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<thead>
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<th>Description</th>
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<tbody>
<tr>
<td>Social Security</td>
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</tr>
<tr>
<td>Medicare</td>
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<tr>
<td>Federal Income Tax</td>
<td>Based on Form W-4</td>
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<tr>
<td>SIT - PA</td>
<td>3.07%</td>
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<tr>
<td>SUI - PA</td>
<td>.06%</td>
</tr>
<tr>
<td>Local EIT</td>
<td>Rates vary by address</td>
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<tr>
<td>Pittsburgh Occ</td>
<td>$4.33 (monthly)</td>
</tr>
<tr>
<td></td>
<td>$2.00 (biweekly)</td>
</tr>
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</table>
Online Direct Deposit Form

• Direct Deposit is mandatory for all new hires

• Direct Deposit is available for one bank account only

• Detailed instructions on how to update your direct deposit can be found at: http://payroll.pitt.edu/employee-self-service/#update_direct_deposit

• After changing your direct deposit, you will receive an email confirmation to your Pitt email account
W-4 Form

• Defaults at Single and 0
  • At Single and 0, the maximum of federal tax is withheld
• You can update your filing status and allowances through Self Service
Online Residency Certification Form

• You must list your permanent address
• Local taxes are calculated based on the address in the system
• P.O. Boxes are not permitted
• Your annual W-2 tax form will be sent to the address on record
Payroll Website:  
www.payroll.pitt.edu

• Frequently Asked Questions
• Pay schedules (including Comp and Overtime)
• Paycheck calculator for estimating your pay
• Forms and instructions
• Information on employment verification
• Tax information
Greater Pittsburgh Federal Credit Union

- Exclusive membership
- Checking/Savings Accounts
- Automatic withdrawal into your credit union account

Webster Hall
4415 Fifth Ave, Suite 100

www.greaterpittsburghfcu.org
Orientation Agenda

**Morning**
- History, Structure, Governance
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- Break
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- Office of Diversity & Inclusion
- Computing Services & Systems Development
- Campus resources

**Afternoon**
- Lunch
- Health & Welfare, Benefits, Retirement Savings
- Break
- Parking & Transportation
10 Paid Holidays

**Academic Calendar:** [www.pitt.edu/~provost/calendar.html](http://www.pitt.edu/~provost/calendar.html)

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

*Union staff should refer to their collective bargaining agreement*
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

*Union staff should refer to their collective bargaining agreement.*
Vacation Accrual

**Full-time staff**

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<th>Years</th>
<th>Hours</th>
<th>Hours/month</th>
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<tr>
<td>0 to 5</td>
<td>75</td>
<td>6.25</td>
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<tr>
<td>&gt; 5 to 10</td>
<td>112.5</td>
<td>9.375</td>
</tr>
<tr>
<td>&gt;10 to 20</td>
<td>150</td>
<td>12.5</td>
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<tr>
<td>&gt;20</td>
<td>187.5</td>
<td>15.625</td>
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</table>

**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.
Vacation Accrual

- You will accrue a proration of paid vacation, at your designated rate, during your first work month
- Staff on 9 or 10 month assignments accumulate hours of vacation during the active working months based on years of services

Union staff should refer to their collective bargaining agreement.
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 hired between July and December are granted 15 hours of paid personal time for that fiscal year
  • January through April, 7.5 hours personal time for that fiscal year
  • May through June, no personal time until the beginning of the next fiscal year

• Part-time staff hired between July and December are granted 7.5 hours of paid personal time for that fiscal year
  • January through April, 3.75 hours personal time for that fiscal year
  • May through June, no personal time until the beginning of the next fiscal year

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

Union staff should refer to their collective bargaining agreement.
Sick Time Accrual

- Full-time employees will accrue 7.5 hours of sick time per month
- Part-time employees will accumulate time on a pro-rated basis, depending on the percentage of effort. Please refer to the Staff Handbook.

- You will accrue a proration of paid sick time, at your designated rate, during your first month of work

- 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

Union staff should refer to their collective bargaining agreement.
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

Union staff should refer to their collective bargaining agreement.
What is PRISM TRKS?

- PRISM TRKS (Time Record Keeping System) is the University of Pittsburgh’s automated staff time and attendance system.

All Staff must keep track of time worked and time taken in the PRISM TRKS system.

Weekly Time Cards must be submitted (check with your supervisor for their deadline) and approved by your supervisor by noon each Monday for the previous week.
Navigating PRISM TRKS

• Log in to www.my.pitt.edu by entering your University computing account username and password
  o **Note**: If you have forgotten your username and/or password, you must contact the Technology Help Desk at 412.624.HELP (4357) for assistance.

• Click the “PRISM Login” link

• Select “PRISM TRKS Time” responsibility

• Quick reference guide:

• A separate quick reference guide for supervisors:
### General Information:
- Hours worked must be reported for each day in each week that is worked.
- Hours worked from multiple weeks may not be combined into one timecard.
- All timecards must be submitted and approved by 0000 each Monday unless otherwise announced.

### Helpful Links:
- Guidelines for recording actual hours worked and hours off for non-exempt staff
- Hours Type Descriptions
- Payroll timeline for compensatory and overtime: Sweeney Staff / Monthly Staff
- Recording Holiday Hours / Recording Recent Hours

#### Show Accrual Balances
- Period: July 09, 2017 - July 15, 2017
- Template: Work Schedule
- Exclude Hours
- Overwrite Entry

<table>
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<tr>
<th>Type</th>
<th>Sun, Jul 09</th>
<th>Mon, Jul 10</th>
<th>Tue, Jul 11</th>
<th>Wed, Jul 12</th>
<th>Thu, Jul 13</th>
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<td>Yes</td>
<td>37.5</td>
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<td>E-Vacation</td>
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<td>Yes</td>
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</table>

Add Another Row | Recalculate

| Template Name | Save as a Template |
## General Information:
- Hours worked must be reported for each day that is worked.
- Hours worked from multiple weeks may not be combined into one timecard.
- Timecards must be submitted and approved before 11:59 PM each Monday unless otherwise announced.

## Helpful Links:
- Guidelines for recording actual hours worked and hours off for Non-Exempt Staff
- Hours Type Descriptions
- Payroll timeline for compensatory and overtime:
  - Hourly Staff
  - Monthly Staff
- Recording Holiday Hours / Recording Recent Hours

### Week Starting: Sunday, July 24, 2016
### Timecard Period (Days): 7
### Comments: 

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<th>Mon, Jul 25</th>
<th>Tue, Jul 26</th>
<th>Wed, Jul 27</th>
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<th>Fri, Jul 29</th>
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<td>7.5</td>
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### Time Detail

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<th>Wed, Jul 27</th>
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<th>Fri, Jul 29</th>
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<tbody>
<tr>
<td>E: Hours Worked</td>
<td>0</td>
<td>7.5</td>
<td>7.5</td>
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<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>37.5</td>
</tr>
</tbody>
</table>

Click [Submit] to certify that the timecard is accurate and complete.
To obtain your ID, you must go to Panther Central:
• Located in the main lobby of the Litchfield Towers
• 412-648-1100 OR www.pc.pitt.edu

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

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
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.
• Access to Port Authority Transit within Allegheny County
• Access to Campus Shuttle
• Access to Bellefield and Trees Hall fitness facilities
  • Swimming
  • Track
  • Basketball
  • Cardio Equipment
• ATM capabilities (PNC workplace benefits)
• Lunch Program
• Access to University Library System
• Panther Funds
• Provides access to secure locations in your building
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
• Diversity and Inclusion
• Professional Communication
• Research Administration
• University Business Services
• Information Technology

See the current schedule of workshops and register at www.hr.pitt.edu/fsdp
Certificate Programs for Staff and Faculty

- Supervisor Foundation Skills for current Supervisors
- Human Resources Administration for Supervisors
- Diversity and Inclusion
- Certificate in Organizational Leadership and Ethics (COLE)
- Administrative Professionals (Launching in Spring 2017)

See the current schedule of workshops and register at www.hr.pitt.edu/trainings
More Perks!

- Pitt Arts cheap seats program
- Discount on cell phones & service
- Discount on Howard Hanna services
- Prescription & food delivery
- Tech loaner program
- Technology & software discounts
- Pitt season tickets discount
Even More Perks!

- University Club & campus stores
- Surplus property
- OTC discounts
- Periodicals
- Walking distance to world cuisine
- Health & wellness discounts
- Volunteer pool
- University Child Development Center
More HR Resources

- **HR website**
  Staff Handbook; University policies and procedures; faculty and staff development program; manager resources

- **My.pitt.edu > Human Resources portal**
  Single sign-on access to HR: My Health Access, Retirement Savings login and more!

- **University Fact Book**

- **Social Media**
  - Twitter:
    - Office of Human Resources: @Pitt_HR
    - Recruiting & Client Services: @PittCS
  - Facebook:
    - Recruiting & Client Services: fb.me/PittRCS
The Case for Diversity

What is diversity?

The University uses the word diversity broadly to include race, gender, national origin, religion, sexual orientation, disability, and/or veteran status, etc.

Why does diversity matter?

• Students thrive at a higher rate in a diverse learning environment.
• Graduates exposed to diversity believe their degree to be more valuable.
• Diverse working groups are more productive, creative and innovative.
• Diversity strengthens communities in the workplace.
Diversity and Inclusion

“We welcome the diversity present among our students, faculty and staff…”
Chancellor Gallagher, December 2014

Diversity and inclusion is fundamental to the University’s success and a key component of the new strategic plan.

“We aspire to be a university that embodies diversity and inclusion as core values that enrich learning, scholarship and the communities we serve.”
Affinity Groups

Faculty and staff linked by a common purpose or interest and play a vital role in ensuring an inclusive environment, that they feel valued & included, and performing at a high level

Current affinity groups:

• CAG: Chinese Affinity Group
  ✓ Contact Peng Tang: ptang@cfo.pitt.edu

• Equipoise: Black/African American Affinity Group
  ✓ Contact Lisa Garland: pittequipoise@pitt.edu

• HLPA: Hispanic Latino Professional Association
  ✓ Contact Bruno Vizcarra: bvizcarra@pitt.edu

• PQP: Pitt Queer Professionals
  ✓ Contact Julie Beaulieu: jrb107@pitt.edu
New Affinity Groups Coming Soon

- Women’s Affinity Group
- Individuals with Disabilities

Consider self-identifying your veteran or disability status, so we can connect you with great resources!

Have an idea for a new Affinity Group? Contact Lisa Garland at 8-7873
Technology Accessibility

The University is committed to providing equitable access to available services and content.

Federal laws and regulations requiring accessibility:
• Title II of the Americans with Disabilities Act
• Section 504 of the Rehabilitation Act of 1973.

All colleges, departments and units are responsible for ensuring access to their Web content and applications.
Accessibility Matters

People
1 in 5 people have a disability. Inaccessible content and technology denies a whole group of people access to information.

Good design
Universal design considers the varied ability of others to create a simple and intuitive design for all.

Good business
Accessible resources are more easily adapted to evolving conditions and emerging technology.
Ensuring Accessible Technology for All

Accessible Technology includes:
• Web pages and all of their content
• Instructional content posted on CourseWeb
• Hardware and software
• Electronic journals and books

How to ensure your technology is accessible:
• Visit the Center for Teaching and Learning: teaching.pitt.edu/accessibility/
• Check out the resources at WebAim.org
• Stay tuned for trainings and additional resources from Diversity and Inclusion
Inclusion @ Pitt

The University is committed to ensuring that all members of the LGBTQIA+ community feel safe, respected and valued on our campus.

• The University has created gender transition guidelines 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.

• The University is happy to accommodate the use of a preferred name throughout certain University systems and on certain documents as permitted by law.

• Faculty, staff and students are welcome to use restrooms that correspond to their gender identity. 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.

For more information, visit diversity.pitt.edu
Affirmative Action

What do we do?

• Coordinate the development and implementation of equal opportunity, nondiscrimination, and diversity policies, procedures, reports, and guidelines.

• Monitor hiring processes and results.

• Develop, deliver, and participate in a variety of educational sessions.

• Investigate and coordinate the handling of internal complaints:
  • Discrimination, bias incidents, harassment, and failure to accommodate.

• Consistent with our values and most importantly to better serve our community, we need to know who you are.
  • Please disclose your disability and/or veteran status.

• Request an accommodation:
  • https://www.studentaffairs.pitt.edu/drs/facultystaff/accommodations-for-faculty-and-staff/
The University offers several professional development workshops to promote a respectful campus environment:

- Different Like you!
- Cross-cultural Awareness and Understanding
- Please Respect My Generation
- Is That Really Harassment?
- Understanding Title IX
- Fostering D & I in the Workplace: A Supervisor’s Role
- Allies Network Training

Learn more about available workshops: 
www.hr.pitt.edu/FSDP
Anti-Harassment Policy

The University promotes a respectful and inclusive work and academic environment and prohibits intentional physical, verbal, or electronic abuse or harassment.

The policy applies to all University faculty, staff, students, and/or individuals on University property.

To read the Anti-Harassment Policy, please visit: http://www.provost.pitt.edu/information-on/antiharassment_statement.html
Discrimination and Harassment

The University promotes a culture of inclusiveness. As a result, the University prohibits discrimination or harassment on the basis of:

- Age, ancestry, color, disability, family status, gender identity and expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, and veteran status

Retaliation is prohibited: The University prohibits retaliation against any person who makes a claim of discrimination or harassment, or who participates in an investigation.
Sexual Misconduct and Title IX

Consistent with Title IX of the Education Amendments of 1972, the University is committed to maintaining an environment free from sex or gender-based discrimination.

Sex discrimination includes:
• Sexual misconduct
• Rape, sexual assault, sexual battery, sexual exploitation, sexual coercion, and any other form of non-consensual sexual activity
• Sexual harassment
• Domestic violence
• Dating violence
• Stalking
A Commitment to Preventing and Responding to Sexual Misconduct

“Our University is committed to actively fostering a culture that prevents sexual violence and protects the safety of our students, staff, and faculty.”

Chancellor Gallagher, February 2015

- The Role of the Responsible Employee: reporting misconduct
- If you experience discrimination, sexual misconduct, or harassment, please contact the Title IX office and/or the Pitt Police.

Visit our website (diversity.pitt.edu) or the SHARE website at share.pitt.edu
Online Courses

There are two online training courses that are offered for new staff.

These should be completed within your provisional period. Both can be found online at my.pitt.edu.

- Discrimination and Harassment Prevention
- Preventing Discrimination and Sexual Violence: Title IX, VAWA and the Clery Act for Faculty and Staff

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

After that, you will refresh your education every 4 years.
Get Involved!

- Check our website for upcoming programs and happenings
- Attend workshops offered throughout the year
- Report misconduct or bias

The Title IX Office: titleixcoordinator@pitt.edu

Diversity and Inclusion: diversity@pitt.edu; 8-7860
Office of Disability Resources and Services

140 William Pitt Union
3959 Fifth Avenue
Pittsburgh, PA 15260

Monday-Friday 8:30 a.m.-5:00 p.m.

412-648-7890 (p)
412-624-3346 (f)

https://www.studentaffairs.pitt.edu/drs
Office of Disability Resources and Services

DRS provides the University community with objective consultation and general information regarding the rights and responsibilities of employees with documented disabilities.

Schedule a meeting with the Director to discuss reasonable accommodations.

All grievances related to accommodations will be investigated by the Office of Diversity and Inclusion 412-648-7860.
Office of Export Control Services
Office of Export Control Services

University Club
B21, Lower Lobby
123 University Place
Pittsburgh, PA 15213
echelp@pitt.edu

www.export.pitt.edu
Office of Export Control Services (OEC)

The OEC provides best practices advice and hands-on assistance to the University for compliance with the U.S. Export Control laws and regulations aimed at protecting national security, economic interests, and foreign policies of the U.S.
The OEC has developed and implemented procedures in the following areas:

- **Procurement**
  - Purchasing products that will be directly shipped to locations outside of the U.S., or are contracting for services to be performed at locations outside of the U.S.

- **Shipments**
  - International shipments of items, technology, and software are subject to numerous import and export obligations

- **Travels**
  - Staff and faculty are required to comply with the United States export regulations when traveling abroad

- **Visitors**
  - The University requires that the Pitt Research Community ensure that campus visitors are not listed on one of the Federal Restricted Parties lists.

For more information on procedures, please refer to the following website: [http://export.pitt.edu/procedures](http://export.pitt.edu/procedures)
Travel registry

• Pitt has partnered with International SOS for trip registration and emergency services while abroad.

• Council of the Deans has adopted a policy that requires registration of international travel for all University students and staff, and strongly encourages registration for faculty.

• Registration increases the benefits of already existing coverage and services available.

http://globaloperations.pitt.edu/trip-registration
Department of Environmental Health & Safety
Department of Environmental Health & Safety

Public Safety Building
4th floor
3412 Forbes Avenue
Pittsburgh, PA 15260

Office: 412-624-9505
www.ehs.pitt.edu
safety@ehs.pitt.edu
Department of Environmental Health & Safety

Environmental Health & Safety Services:

• Fire prevention & life safety
• Hazardous materials and waste
• General safety and accident investigation
• Training and education
• Regulatory compliance
Public Safety Department

Emergency number: 412-624-2121

- Administration: 412-624-4040
- Anonymous tip line: [www.police.pitt.edu](http://www.police.pitt.edu) or 412-624-2121

- University of Pittsburgh Police website: [www.police.pitt.edu](http://www.police.pitt.edu)
- Emergency Event website for students and staff: [http://emergency.pitt.edu](http://emergency.pitt.edu)
- Email: [police@pitt.edu](mailto: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
Public Safety Department

- 3rd largest law enforcement agency in Allegheny County
- Provide 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)
- For safety sake: http://www.safety.pitt.edu
Public Safety Department

Safety Around Campus

- Blue lights
- SafeRider: 412-648-CALL
- Shuttle Services
AlertLine

1-866-858-4456
http://www.cfo.pitt.edu/intaudit/docs/AlertlineBrochure.pdf
www.pitt.alertline.com

• 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.
Why staff in the Alumni Association LOVE working at Pitt!
Computer Services & Systems Development
Benefits
Why staff in the College of Business Administration LOVE working at Pitt!
Parking and Transportation
Post-Orientation Checklist

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 for details: 412-624-8160 or www.hr.pitt.edu/benefits

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 for details: 412-624-8160 or www.hr.pitt.edu/benefits

Required Online Training
You are required to complete computer-based training programs: sexual harassment prevention; preventing discrimination and sexual violence: Title IX, VAWA, and the Clery Act; and preventing employment discrimination. Access: my.pitt.edu > my resources > human resources

Must be completed before end of provisional period.

Form I-9, Employment Eligibility Verification
If you did not have the supporting documentation at orientation, bring your original form(s) of ID to the Office of Human Resources ASAP. The documents are due within 3 working days of your hire date. Failure to produce documentation will result in suspension and possibly, termination.

Child Protection Clearances
If you did not have supporting documents such as results or receipts to complete the 3 required clearances, please bring them to Office of Human Resources ASAP. Failure to produce this documentation can result in suspension and possibly, termination.

Payroll & Direct Deposit
New hires must enroll in direct deposit. Obtain the form at bc.pitt.edu/payroll/forms.html. All other payroll forms must be completed online at my.pitt.edu, using the Employee Self-Service option within PRISM TRKS.
Thank You
Welcome to Pitt!
Lunch