



University of
Pittsburgh

Office of
Human Resources

Office of Human Resources

Staff Orientation

Talent Acquisition Department

Updated January 29, 2026



University of
Pittsburgh

Office of
Human Resources

A Message From Chancellor Joan Gabel



University of
Pittsburgh®

Orientation Agenda

- History, Structure, Governance
- Human Resources Overview, Provisional Period, Important Policies
- Pitt Portal and Pitt Worx
- Payroll Department
- Paid Time Off and How to Track it
- Panther ID
- Pitt Digital
- Campus Resources
- Benefits

History, Structure, and Governance



University Statistics

- **35,000+** undergraduate, graduate, and doctorate students
- **8,900+** full- and part-time staff
- **5,900+** full- and part-time faculty
- Approximately **360,000** alumni



University Leadership Structure

Board of Trustees

FY2026 Board Officers

- Chairperson: John Verbanac
- Vice Chairperson: Lisa Golden

36 Voting Trustees

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

4 Non-Voting Ex-Officio Trustees

- Governor, Secretary of Education, County Executive, Mayor

42 Emeritus Trustees

Senior Leadership

Joan Gabel Chancellor	Phil Bakken Vice Chancellor and Secretary of the Board of Trustees	David Brown Vice Chancellor for Government Relations and Advocacy	Lina D. Dostilio Vice Chancellor for External Relations	Kimberlee Eberle-Sudré Chief of Staff
James W. Gallaher Jr. Vice Chancellor for Human Resources	Allen Greene Director of Athletics	William Haldeman Vice Chancellor and Chief Strategy Officer	Mark D. Henderson Vice Chancellor and Chief Information Officer	Joseph J. McCarthy Provost and Senior Vice Chancellor
Carla Panzella Vice Provost for Student Affairs	Clyde Wilson Pickett Vice Chancellor for Institutional Engagement and Wellbeing	Dwayne Lee Pinkney Executive Senior Vice Chancellor for Administration and Finance, Chief Financial Officer	Rachel Decker Richelieu Vice Chancellor for Communications and Marketing	Rob A. Rutenbar Senior Vice Chancellor for Research
	Anantha Shekhar Senior Vice Chancellor for the Health Sciences, John and Gertrude Petersen Dean of the School of Medicine	Geovette Washington Senior Vice Chancellor and Chief Legal Officer	Kevin Washo Senior Vice Chancellor for External Relations	

Plan for Pitt 2028

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

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

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

Cultivate Student
Success

Scholarship,
Creativity and
Innovation

Welcoming and
Engaged


Accountability
and Trust

It's Possible
at Pitt

The Plan for Pitt identifies how and where we want to improve, calling for:

- Adding institutional strengths and reputational drivers in the areas of academics, research and scholarship, and community service
- Leveraging our talent, knowledge and resources to pursue the moonshots that Pitt is uniquely positioned to accomplish
- Providing direction to Pitt's continued trajectory as an academic and a research powerhouse and a community anchor

Learn about the Plan for Pitt 2028 by visiting plan.pitt.edu



OHR Overview, Provisional Periods, Important Policies

Human Resources Contact Info

Benefits <i>833-852-2210</i>	Compensation <i>412-624-7000</i>	Employee & Labor Relations <i>412-624-4645</i>
HR Administration <i>412-624-7000</i>	HCM Solutions <i>412-624-7000</i>	HR Client Services <i>412-624-7000</i>
Organization Development <i>412-624-8044</i>	Talent Acquisition <i>412-624-7000</i>	University Child Development Center <i>412-383-2100</i>

Contact the Office of Human Resources at hr.pitt.edu/contact-ohr

Provisional Period

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

Provisional Reviews

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

Annual Performance Reviews

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

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

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

Additional HIPAA information available at compliance.pitt.edu/HIPAA

Personal Use of University Time and Property

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

Required Trainings

Required training for all staff:

- [Preventing Harassment and Discrimination with Title IX/Clery:](#)
Please note that access to this training is not available until 7-10 business days after your start date.
- **Information Security Awareness Training:** Login to **KnowBe4** through pi.tt/securitytraining

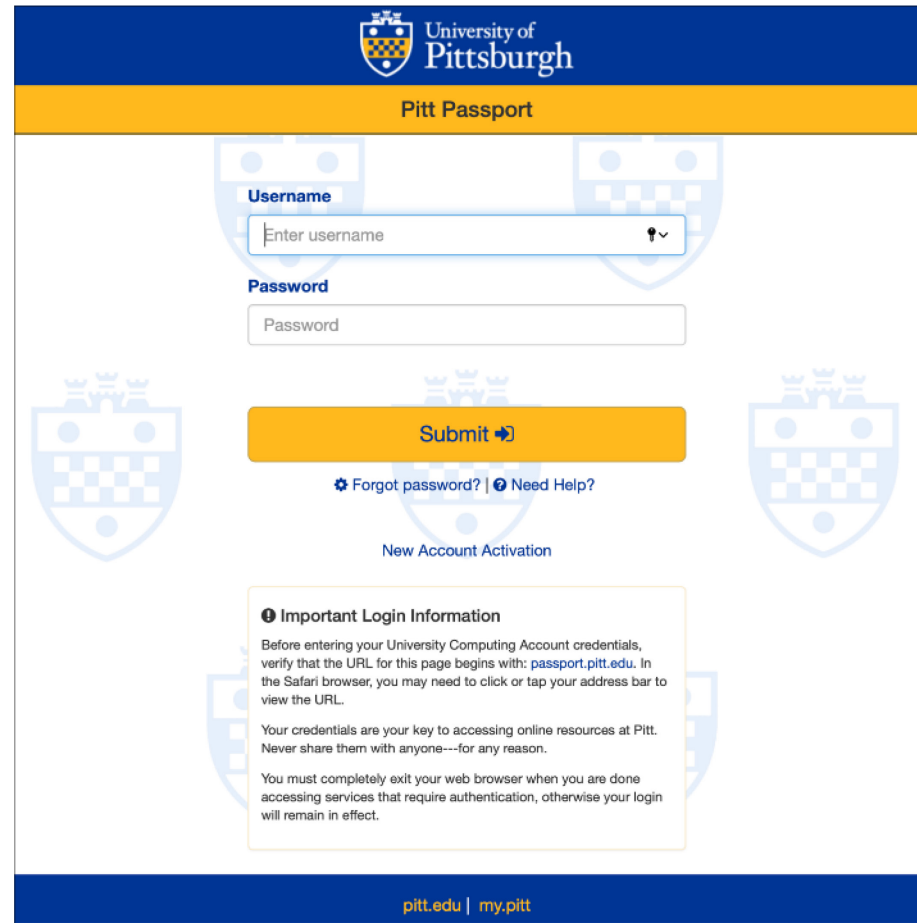
Required per position:

- [Child Abuse Recognition and Reporting online course](#)
- [HIPAA training](#)
- [Environmental Health & Safety trainings](#)

Pitt Portal and Pitt Worx



myPitt (Pitt Passport) Portal



The screenshot shows the Pitt Passport login page. At the top, there is a blue header with the University of Pittsburgh logo and name, and a yellow bar with the text "Pitt Passport". Below this, the page has a light blue background with a repeating pattern of the university crest. The login form consists of a "Username" field with a placeholder "Enter username" and a dropdown arrow, and a "Password" field with a placeholder "Password". A yellow "Submit" button with a right-pointing arrow is centered below the fields. Underneath the button are two links: "Forgot password?" with a gear icon and "Need Help?" with a question mark icon. Below these links is a link for "New Account Activation". A yellow-bordered box titled "Important Login Information" contains the following text: "Before entering your University Computing Account credentials, verify that the URL for this page begins with: passport.pitt.edu. In the Safari browser, you may need to click or tap your address bar to view the URL." "Your credentials are your key to accessing online resources at Pitt. Never share them with anyone--for any reason." "You must completely exit your web browser when you are done accessing services that require authentication, otherwise your login will remain in effect." At the bottom of the page, there is a blue footer with the text "pitt.edu | my.pitt".

University of Pittsburgh

Pitt Passport

Username

Enter username

Password

Password

Submit →

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

[New Account Activation](#)

Important Login Information

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

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

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

pitt.edu | my.pitt

myPitt (my.pitt.edu)

Student, Faculty, and Staff Resources

Student, Faculty, and Staff Resources

- Remote Learning, Teaching, and Work Resources
- Student Services
- Faculty Services
- Staff Services
- Students – Submit Proof of ALL Vaccinations/Exemptions

Most Popular

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

[See more](#)

Logging in to Pitt Worx

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

The screenshot shows the myPitt homepage with a search bar in the top right corner. The search bar contains the text "Pitt Worx" and has a dropdown menu open. The dropdown menu is filtered by "Pittsburgh" and "Staff" and lists the following items:

- Tasks**
 - Pitt Worx Resources (Pitt Worx)
 - Pitt Worx (Pitt Worx Login)
 - Submit My Time card (Pitt Worx)
 - Update Personal Status (Pitt Worx)
 - Change My Address as an Employee (Pitt Worx)
- Task Centers**
 - Pitt Worx
 - Remote Learning, Teaching, and Work Resources
 - Disability Resources & Services
 - Pitt App Center
 - Pitt App Center - All Android Apps

The homepage itself features several resource tiles:

- Student, Faculty, and Staff Resources**
 - Daily COVID-19 Health Check (Login Required) (All Campuses)
 - Daily COVID-19 Health Check (Public/Guest) (All Campuses)
 - Remote Learning, Teaching, and Work Resources (All Campuses)
 - Student Services (All Campuses)
- Most Popular**
 - Pitt Email (Outlook) (All Campuses)
 - Pitt Worx (Pitt Worx Login) (All Campuses)
 - Student Center (PeopleSoft) (All Campuses)
 - Daily COVID-19 Health Check (Login Required) (All Campuses)

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

Logging in to Pitt Worx

Launch Pitt Worx from search results page.

The screenshot shows the myPitt search results page for the query 'Pitt Worx'. The page features a blue header with the University of Pittsburgh logo and 'myPitt' branding. A search bar at the top right contains the text 'Pitt Worx' and a search icon. Below the header, a yellow navigation bar shows 'Search Results' and a user profile for 'Emily'. The main content area is titled 'Search Results: Tasks' and displays a grid of task cards. The card for 'Pitt Worx Login (All Campuses)' is highlighted with a red border. Other visible cards include 'Pitt Worx Resources', 'Submit My Time card', 'Approve Time Cards', 'Update Personal Status', 'Update Personal Contact Information', 'Change My Address as an Employee', 'Connect With Sustainability Leaders', and 'Employment Opportunities for Current Employees'. A 'See More' button is located at the bottom of the grid.

Visit the Pitt Worx info site at pittworx.pitt.edu

**Payroll
Department**
payroll.pitt.edu

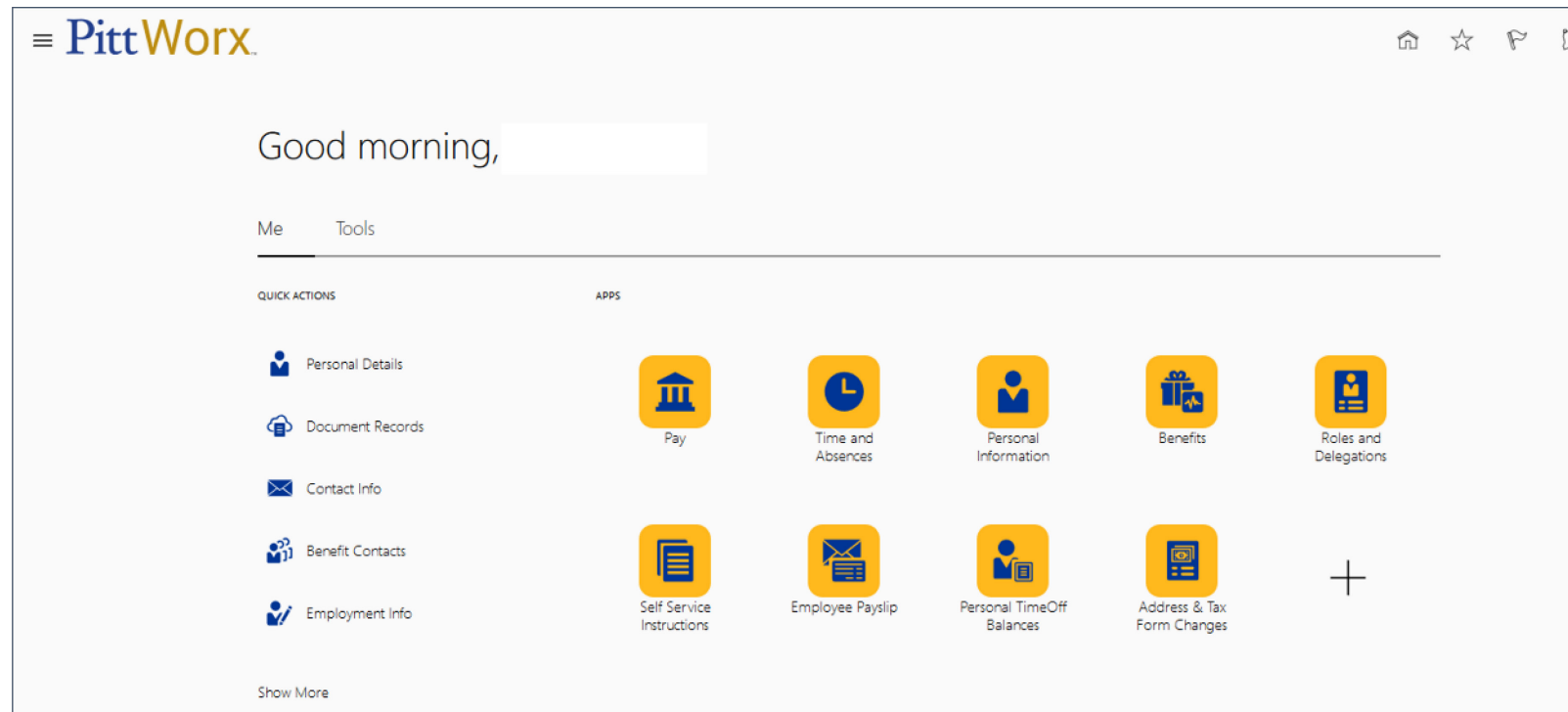


When is Payday?

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

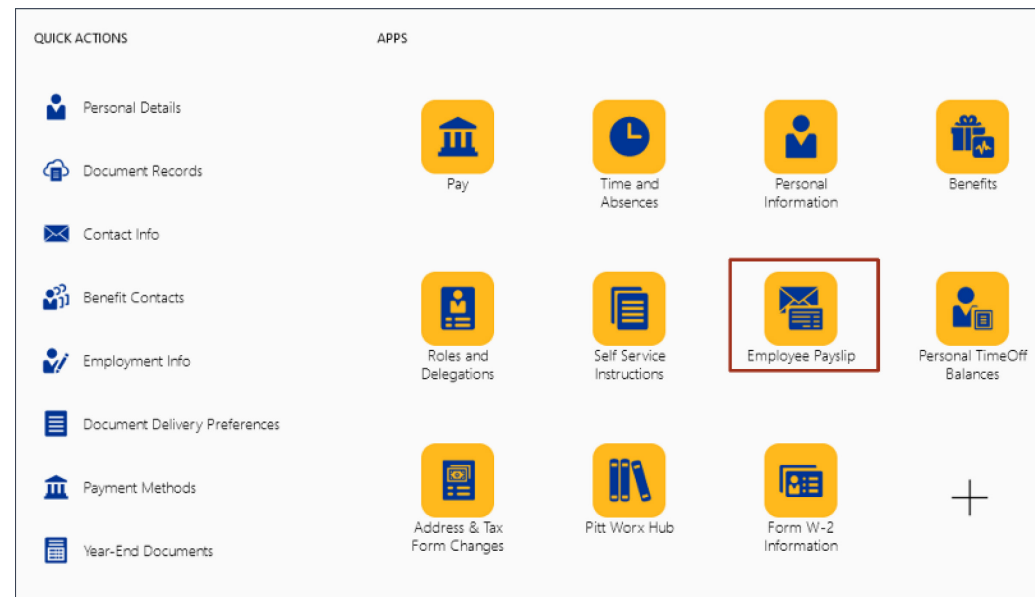
Pitt Worx Employee Self-Service

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



Online Pay Statements

- Payslips can be accessed online in the Employee Payslip section of Pitt Worx Employee Self-Service
 - Available on payday
 - View statements up to three years prior
 - Lists earnings and deductions
 - Access to online payslips restricted if you become inactive, so you may wish to download and retain copies of your pay statements after each pay date.
- If you forget your username or password, contact the Technology Help Desk for assistance at 412-624-4357 or helpdesk@pitt.edu

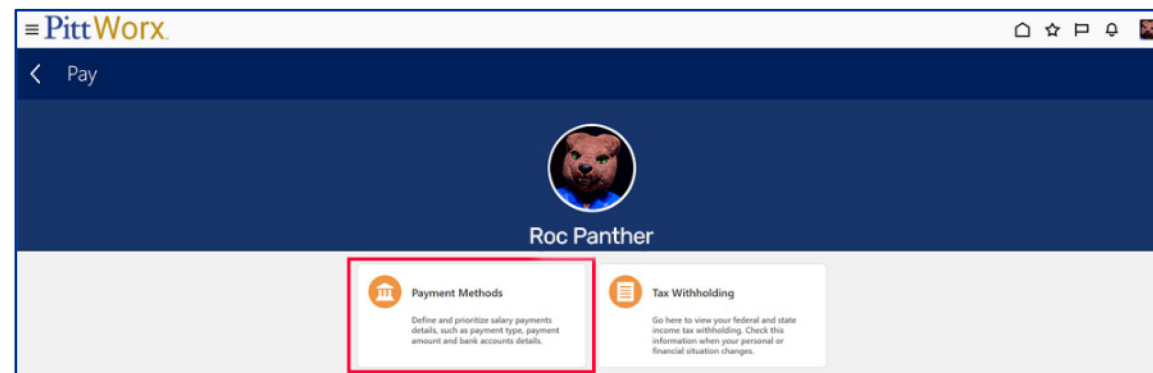


Tax Information

Description	Rate
Social Security	6.2%
Medicare	1.45%
Federal Income Tax	Based on Form W-4
SIT – PA	3.07%
SUI – PA	.07%
Local EIT	Rates vary by address
Pittsburgh LST	\$4.33 (monthly) \$2.00 (biweekly)

Online Direct Deposit Form

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



Tax Form Changes

- In Pitt Worx, select the Address & Tax Form Changes icon under the APPS section of the Me page. You will be redirected to Pitt Passport to access your forms. *(Image 1)*
- From the home screen, review your home address and work address – this will drive what forms are presented to you. If no changes are needed to your home address, select Continue to Forms under the home address. *(Image 2)*
- You will be presented all applicable federal, state, and company forms based on your home and work addresses.
- You can review all your taxation information for each of your pays via your pay statements in Pitt Worx. Please be sure to check your pay statement if you do make any updates to your tax forms.

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

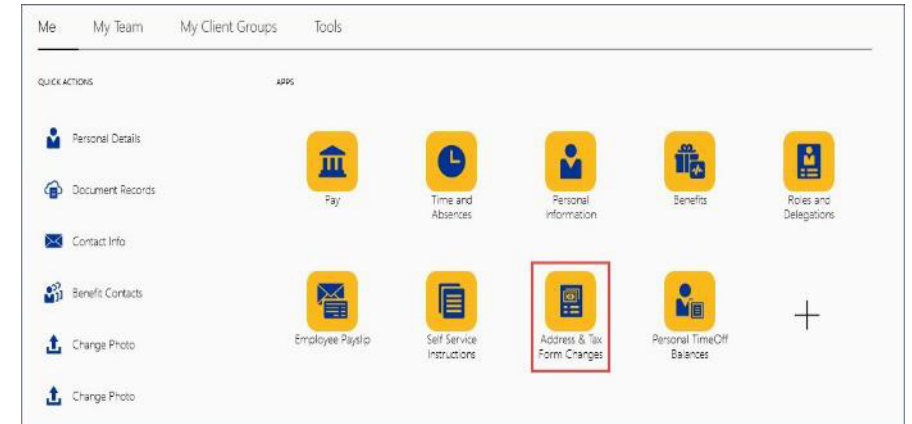


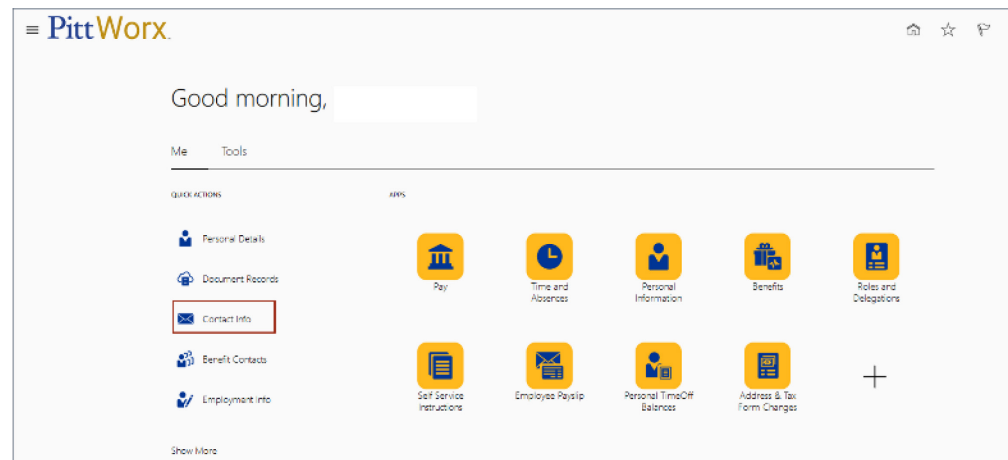
Image 1



Image 2

Online Residency Certification Form

- You must list your permanent address; P.O. boxes are not permitted
- Local taxes are calculated based on the address in the system
- Your annual W-2 tax form will be mailed by ADP via USPS to the address on file in Pitt Worx, unless you opt in for electronic delivery
- Address can be changed in the “Contact Info” section of Pitt Worx Employee Self-Service
- If you will be working remotely, please work with your department to complete a [Flexible Work Agreement](#).



Electronic Form W-2: Employee Consent

- You have the option to receive your Form W-2 (IRS Wage and Tax Statement) electronically.
- You will have the ability to opt-in for electronic Forms W-2 on the next business day after your first pay date; however, you must have a permanent social security number on file. Refer to the [opt-in instructions](#) on the Payroll website for more information.
- To opt-in or to access your electronic Form W-2 through Pitt Worx as an active employee: 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.
- To opt-in or to access your electronic Forms W-2 directly through ADP: follow the detailed [ADP access instructions](#) on the Payroll website.
 - You must go through ADP directly if you do not have Pitt Worx access due to inactive status, termination, or if there is a Pitt Worx outage.
 - Active employees can access Forms W-2 directly through ADP at any time but have the additional option of going through Pitt Worx as described above.
- 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/electronic-form-w-2-access-and-consent-opt-paperless

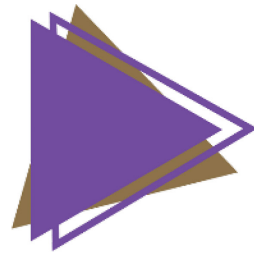
Payroll Website

- Frequently Asked Questions
- Pay schedules (including Compensation and Overtime)
- Paycheck calculator for estimating your pay
- Forms and instructions
- Tax information

Visit the Payroll website for all resources at payroll.pitt.edu

Greater Pittsburgh Federal Credit Union

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



Greater Pittsburgh
Federal Credit Union

Additional information is available at greaterpittsburghfcu.org

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

11 Paid Holidays

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

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

Review the current academic calendar at provost.pitt.edu/students/academic-calendar



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 compensation arrangements may be made for working on the actual holiday

Note: Union staff should refer to their collective bargaining agreement

Paid and Unpaid Time Off

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

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

The Staff Handbook is available at hr.pitt.edu/staff-handbook/paid-and-unpaid-time-off

Vacation Accrual

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

37.5 Hours per Week Schedule

Years of Service	Monthly Accrual in HOURS	Biweekly Accrual in HOURS (26 pays/year)	Max in HOURS	Max in DAYS
0-5 years	6.25 hours	2.885	75.0 hours	10 days
6-10 years	9.375 hours	4.327	112.5 hours	15 days
11-20 years	12.5 hours	5.769	150.0 hours	20 days
21 or more years	15.625 hours	7.212	187.5 hours	25 days

40 Hours per week Schedule

Years of Service	Monthly Accrual in HOURS	Biweekly Accrual in HOURS (26 pays/year)	Max in HOURS	Max in DAYS
0-5 years	6.667 hours	3.077 hours	80.0 hours	10 days
6-10 years	10 hours	4.615 hours	120 hours	15 days
11-20 years	13.333 hours	6.154 hours	160 hours	20 days
21 or more years	16.667 hours	7.692 hours	200 hours	25 days

Vacation Accrual

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

Vacation Usage

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

Personal Time

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

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

Personal Time

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

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

Front-Loaded Sick Time

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

Sick Time Accrual

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

37.5 Hours per Week Schedule

Monthly Accrual in hours	Hours Accrued per YEAR	Biweekly Hours Accrued per Pay	Biweekly Hours Accrued per YEAR (26 pays/year)
7.5	90	3.462	90

40 Hours per Week Schedule

Monthly Accrual in Hours	Hours Accrued per YEAR	Biweekly Hours Accrued per Pay	Biweekly Hours Accrued per YEAR (26 pays/year)
8	90	3.693	96

- **Part-time staff** accumulate time on a pro-rated basis, depending on the percentage of effort. Please refer to the Staff Handbook.
- **Union staff** should refer to their collective bargaining agreement.
- Sick time must be accrued before taken.
- Time is accrued the last day of a pay period and will be available to use the first day of the following pay period.

Sick Time Usage

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

Timecards

- **Submitting through Pitt Worx**
 - Pitt Worx provides direct access and accessibility through interactive workflows, real-time notifications, and automated tracking through a less complicated and more efficient interface.
- **Pitt Worx for You**
 - Submitting a timecard? All staff who currently use HR and payroll applications at the University will use Pitt Worx.
- Salaried, exempt employees are only required to submit a timecard when they are reporting selected time off, instead of hours worked, holiday, or University recess time.

Note: All hourly/non-exempt employees must have their timecards submitted and approved by noon each Monday (unless otherwise specified) in order to receive pay for the previous week.

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

Creating New and Editing Existing Timecards

- Log in to the [myPitt](#) Portal and launch Pitt Worx
- Select “Time and Absences” from the Apps section
- Choose from these options:
 - Current Time Card
 - Add Time Card
 - Existing Time Cards

Timecards in Pitt Worx

Lorri Johnson Entered

Staff Purchasing Specialist I

Cancel
Print
Save and Close
Save
Submit

Person Number 186799 Time Card Period 6/1/25 to 6/7/25

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⬇️

6/1/25 - 6/7/25		Sun, Jun 01	Mon, Jun 02	Tue, Jun 03	Wed, Jun 04	Thu, Jun 05	Fri, Jun 06	Sat, Jun 07	
EIT Task Entry *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1	Default - Beano Cook		7.5	7.5	7.5	7.5	7.5		37.5 hours
2									0 hours
3									0 hours
4									0 hours
5									0 hours
6									0 hours
7									0 hours
8									0 hours
9									0 hours
10									0 hours
11									0 hours
12									0 hours
13									0 hours

Timecards in Pitt Worx

The screenshot displays the 'Existing Time Cards' page in the Pitt Worx system. At the top, there is a search bar labeled 'Search by status' and a filter for 'Time Period 4/30/25 - 5/14/25' with a 'Clear (1)' button. Below the filter is a table with the following columns: Period Start..., Period End..., Status, Reported Hours, Scheduled Hours, Absence Hours, Total Hours, Submission Date, Exception, and Actions. Two rows of data are visible, both with a 'Submitted' status.

Period Start...	Period End...	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
5/11/25	5/17/25	Submitted	26	37.5	11.5	37.5	5/14/25		...
5/4/25	5/10/25	Submitted	37.5	37.5		37.5	5/14/25		...

Your Panther ID, Part 1

Newly hired faculty/staff at our Pittsburgh campus can choose between two options for their University ID: Either a **Mobile Panther ID** or a physical **Panther ID Card**:

- The **Mobile Panther ID is the preferred credential on the Pittsburgh campus** that allows our students, staff, and faculty to use their iPhone, Apple Watch, Samsung Galaxy, Samsung Galaxy Watch, and other eligible Android phones in place of a physical ID card. Once downloaded to the digital wallet on your phone or watch, the Mobile Panther ID does everything that a physical Panther Card does and more. **If you choose the Mobile Panther ID, you will not be issued a physical ID card.**
- Panther Central, the University's ID Center, will reach out to you via email, with photo guidelines and instructions on how to pre-submit your photo for either option.
- If you've opted for the Mobile Panther ID, you'll receive an email from Panther Central to upload a photo. Once the photo is approved, you'll get an email to download the ***Transact EAccounts*** app. After the app has been downloaded, follow the instructions to install your Mobile Panther ID. If you wish to use tap-to-pay on Pittsburgh Regional Transit (PRT) transportation, you'll also need to [download and install the PRT *Ready2Ride* app](#) to use along with your Mobile Panther ID.
- If you've opted for a physical Panther ID Card, Panther Central will notify you via email that your card is ready for pick up at Panther Central in the Litchfield Towers.
 - Please wait 24 hours to allow your department and the system to update to reflect your employment
 - It is the responsibility of your department to fill out the paperwork to add swipe access to your ID card for your department or building
 - If you work in a UPMC-owned or operated building, you may be required to obtain a UPMC ID/Security badge for access into these areas - Please see your supervisor to process that request.

Your Panther ID, Part 2

Newly hired faculty/staff at our Pittsburgh campus working in the following locations will **need to obtain a physical Panther ID card** as part of your onboarding process. Please work with Panther Central to process your Panther ID card.

Buildings:

- **The Assembly** - 5051 Center Avenue – Biomedical research
- **BST3** - 3501 Fifth Avenue – Biomedical Science
- **Murdoch Building** - 3420 Forbes Avenue – PAS program offices
- **Bioforge Building** - 3400 Forbes Avenue – Life Sciences
- **Bridgeside Point II** –450 Technology Drive – McGowan Institute, Regenerative Sciences

Also, newly hired staff working for the DLAR will need to obtain a physical card for entry into buildings and timecards.

Additional Panther Central information is available at pc.pitt.edu

Mobile Panther ID

Benefits include:

- Free tap-to-pay access for PRT transportation options (with Ready2Ride app)
- Free use of Pitt and CMU shuttles
- Pitt Ca\$h
- University Library System
- Grants access to secure locations in your building
- Parking access to lots/garages
- Use at all Pitt Eats locations



Recreation and Wellness Center

The Recreation and Wellness Center (RWC) is a state-of-the-art facility that expands access to modern wellness and fitness services. Staff may join the new RWC via an affordable membership program.

- Employees earning **less than \$50,000 annually** (or hourly equivalent) will pay **\$35 per month**.
- Employees earning **\$50,000 or more annually** (or hourly equivalent) will pay **\$45 per month**.

RWC amenities include:

- **Five floors of fitness equipment**
Strength, cardio, training equipment
- **Pool and spa**
Six lap lanes with open swim areas
- **Six sport courts**
Basketball, volleyball, badminton, pickleball, futsal
- **Three lane track**
- **Fitness app to track wellness progress**
- **Equipment checkout for sport courts**



Panther Central

- **Panther Central's main office** is located in the lobby of **Litchfield Towers**. The office can be accessed from the Forbes Avenue side of Towers, and is open 24 hours a day, seven days a week.



Campus Resources



Mobility Options for Faculty and Staff

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

Learn about Pitt Mobility Services by visiting pts.pitt.edu/mobility

Questions about commuting options? Email commuting@bc.pitt.edu

Faculty & Staff Development Program (FSDP)

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

Explore workshops and register at hr.pitt.edu/fsdp

Unions at Pitt

- If your position is covered under a bargaining unit, you will receive more information related to membership and union rights from your union representatives.
- Over the past few years, we have added three groups to our labor relations landscape (Faculty, Staff, Graduate Student Workers).
- The United Steelworkers of America (USW) is the exclusive representative for these groups.
- Pitt's faculty currently have a collective bargaining agreement (CBA) which governs the terms and conditions of a covered employee's employment. The University and the USW are currently in collective bargaining with the staff and the graduate student worker bargaining units over an initial CBA. CBAs regulate wages, hours of work, and other employment conditions.
- It's important to know that the University has policies and standards which cover all employees irrespective of whether you are represented by a union.

OHR Resources

- **HR website – hr.pitt.edu**
 - Staff handbook; University policies and procedures; Faculty and Staff Development Program; manager resources
 - **[myPitt](#) Portal > Categories > Human Resources**
 - Single sign-on access to many HR tasks, including: Health Plan Access, Retirement Savings login and more!
 - **Read the University Fact Book at ir.pitt.edu/facts-publications/factbook/**
- **Facebook:**
 - fb.me/PittHumanResources
 - **Instagram:**
 - instagram.com/Pitt_HR
 - **LinkedIn:**
 - linkedin.com/showcase/pitt-ohr
 - **Check out our social page at hr.pitt.edu/connect**



**Office of
Institutional
Engagement
and Wellbeing**
wellbeing.pitt.edu

What is Pitt Wellbeing?

The **Office for Institutional Engagement & Wellbeing** is a new office that brings together resources central to four main areas:

- ▶ Accessibility, Community & Culture
- ▶ Bias & Harassment Response
- ▶ Disability & Religious Accommodations
- ▶ Sexual Misconduct Prevention

Pitt Wellbeing's goal is to maintain the University's reputation as a world-leading institution of higher learning, an employer of choice and an economic driver for the Pittsburgh region.



Units That Make Up Pitt Wellbeing

- Civil Rights & Title IX
- Disability Resources & Services
- Engagement & Wellbeing Programs
- Sexual Violence Prevention & Education
(Prevention at Pitt)

Preventing Bias and Harassment

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 & Title IX also aids with obtaining **religious and pregnancy accommodations** for the University community.

Contact Us: titleixcoordinator@pitt.edu
pitt.ly/TitleIX

Plan for Pitt: Pillar 3

We will be welcoming and engaged.

As a place-based institution, we will hold fast to our roots and responsibilities in the communities of western Pennsylvania as we strive to have a powerful, positive effect on the world around us:

- Represent the communities we serve and expand opportunities.
- Cultivate belonging and a welcoming culture.
- Be an employer of choice.

University Policies and Practices

The **Nondiscrimination, Equal Opportunity, and Affirmative Action Policy**, **Sexual Misconduct Policy**, and **Interim Title IX Policy** each apply to all University faculty, staff, students, and/or individuals on University property.

The **Sexual Misconduct** and **Interim Title IX Policies** cover:

- Denial of access to benefits or services based on sex or gender
- Disparate treatment based on pregnancy
- Sexual violence
- Sexual harassment
- Relationship violence
- Stalking

The **Nondiscrimination, Equal Opportunity & Affirmative Action Policy** covers:

- Harassment based on protected characteristics
- Discrimination based on protected characteristics
- Retaliation related to reporting incidents of discrimination and discriminatory harassment

Bias Incident Response and Resolution

Upon receiving reports of bias incidents, the Office of Civil Rights & Title IX **reviews** each report, **responds** with prompt outreach, **resolves** the incident through institutional measures, and **remedies** the effects of the incident.

Resolution options include:

- **Informal report** recording to analyze hostile environments
- **Informal Resolution** – non-disciplinary, flexible, educational approach to resolving incidents
- **Formal Resolution** – a request for an institutional investigation to determine if a policy violation occurred with potential sanctions

Remedies are offered through **supportive measures** and **accommodations** such as:

- Academic or workplace accommodations
- Housing accommodations
- Mutual no-contact orders
- Access restrictions (pending resolution)
- Connection to University resources such as counseling and health services
- Connection to external resources such as PAAR

Sexual Misconduct Prevention

PREVENTION AT Pitt

Resources include

- SAFE Peer Educators
- Circle Up! conversation circles
- SetPoint self-defense training
- PAAR drop-in hours
- Prevention programming/events
- Training & development for faculty/staff/students

Prevention at Pitt works to reduce sexual violence at Pitt and better support the survivors in our community through dialogue-oriented prevention, community partnerships, innovative research, and centering student voices.

Get involved: pitt.ly/prevention

LGBTQIA+ Support and Allies

The University of Pittsburgh is committed to supporting and sustaining a welcoming campus environment that values and embraces the diverse perspectives of all community members, their families, friends and allies.

The University offers resources for LGBTQIA+ faculty and staff and their allies, including opportunities for community engagement, networking and wellbeing support.

Find links to University policies (including those related to health care and gender transition), information about single-occupancy restrooms, and more at:

lgbtq.pitt.edu

Accessibility and Disability

Disability Resources & Services (DRS) partners 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.

- **Pitt is the only institution of higher learning in the U.S. that has been named a Leading Disability Employer for two years in a row**

If at any point in your employment you experience a medical condition that you believe substantially limits one or more major life activities, you may have a qualifying disability.

If you believe a reasonable accommodation is needed due to this condition in order to perform the essential functions of your job, please reach out to DRS to begin the interactive process.

drs.pitt.edu



Digital Accessibility

There are 6,000 faculty and 9,000 staff at the University of Pittsburgh. Our mission is to create a digital environment that they can all freely, independently, and easily access.

Making our material digitally accessible benefits everyone. Though it is primarily aimed at those with disabilities, anyone can benefit from universal, accessible design:

- Providing captions on videos
- Designing with high color contrast
- Adding alt text to images
- Using heading structure when writing content

Accessible technology includes web pages and online content, instructional content posted on Canvas, and hardware and software

Get started with digital accessibility!

- Visit pitt.ly/DigitalAccess
- Use [online tools and apps](#) (such as Dubbot, Microsoft Accessibility Checker, and others) to evaluate the accessibility of websites and documents
- Email accessibility@pitt.edu for a consultation

Pitt Communities

Pitt Communities are networking groups of like-minded people united by a common purpose or interest.

These resource groups are open to everyone and play a vital role in ensuring an inclusive campus environment where all are valued, included, and empowered to succeed.

Watch calendar.pitt.edu for events on campus supported by our Pitt Communities!

Some Pitt communities:

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

Your Voice Matters!

All community members are encouraged to report incidents of discrimination, harassment and bias.

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 **Pitt Concern Connection website** (pi.tt/concern) or calling 800-468-5768.

The University prohibits retaliation against any person who makes a claim of discrimination or harassment or who participates in an investigation.

Reports may be made anonymously.

Pitt Concern Connection

- Website: pi.tt/concern
- Phone: 800-468-5768
- SMS/Text: 412-903-3456

In Case of Emergency: 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

How to Find Pitt Wellbeing:

Office of the Vice Chancellor Civil Rights & Title IX

18th Floor
Cathedral of Learning

- wellbeing@pitt.edu
- 412-648-7860
- wellbeing.pitt.edu

Disability Resources & Services

140 William Pitt Union

- drsrecep@pitt.edu
- 412-648-7890
- drs.pitt.edu

Sexual Violence Prevention & Education

31st Floor
Cathedral of Learning

- PittPrevention@pitt.edu
- pitt.ly/prevention
- PAAR Walk-In Hours:
Advocates from Pittsburgh
Action Against Rape are
available to support student,
faculty, and staff at the
Prevention at Pitt office, 10
a.m. to 4:30 p.m. Wednesdays

Social media
[@pittwellbeing](https://www.instagram.com/pittwellbeing)



**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 and life safety
 - Hazardous materials and waste
 - General safety and accident investigation
 - Training and education
 - Regulatory compliance

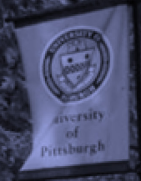
Additional information is available at ehs.pitt.edu

Pitt Sustainability
sustainability.pitt.edu



UNIVERSITY OF PITTSBURGH

FOUNDED 1787



Welcome to Pitt

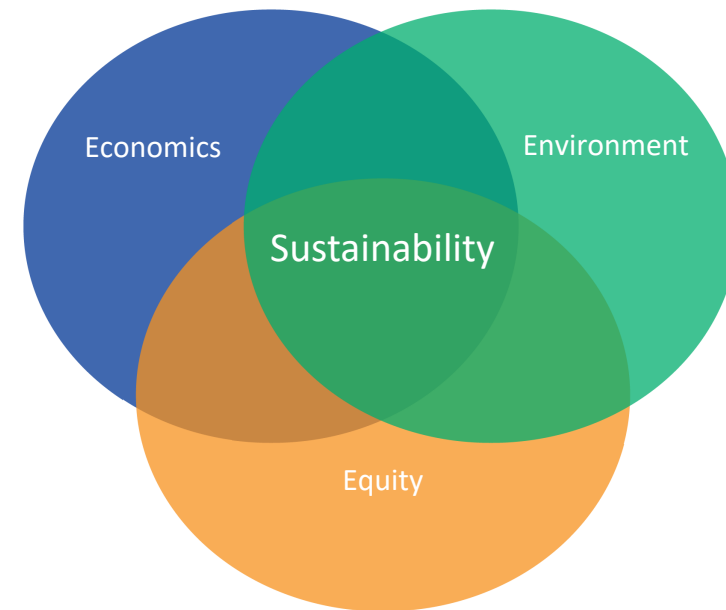
About Pitt Sustainability

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

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

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

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



Our Impact and Rankings

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



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

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

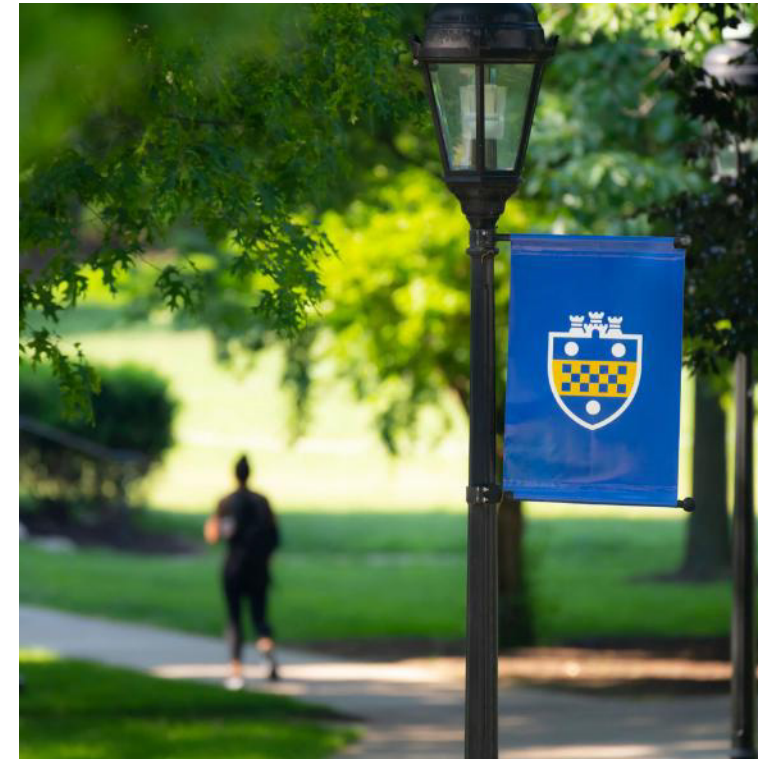


Employee Resources

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

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

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



Learn about Pitt Sustainability at sustainable.pitt.edu

Pitt Sustainability: Fast Facts

17

pollinator,
rain, & edible
gardens

1.4M

SQUARE FEET
of LEED certified
green buildings

2.9MW

Rooftop solar across
15 buildings & 2
campuses by 2027

28%

RENEWABLES
for electricity in
2023



**Public Safety
Department**
police.pitt.edu

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
 - Online at: safety.pitt.edu/police
- Mini-stations are available at:
 - Forbes Avenue, under the stairs entering Lawrence Hall
 - Lobby of Sutherland Hall (upper campus – Sutherland Drive)
 - Bouquet Gardens, Building J
- Training
 - The new [Public Safety Training Module](#) is now available to guide Pitt community members through various public safety and emergency situations.

Public Safety Department

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



Pitt Concern Connection

What is Pitt Concern Connection?

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

Ask a Question

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

Report a Concern

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

Check Status

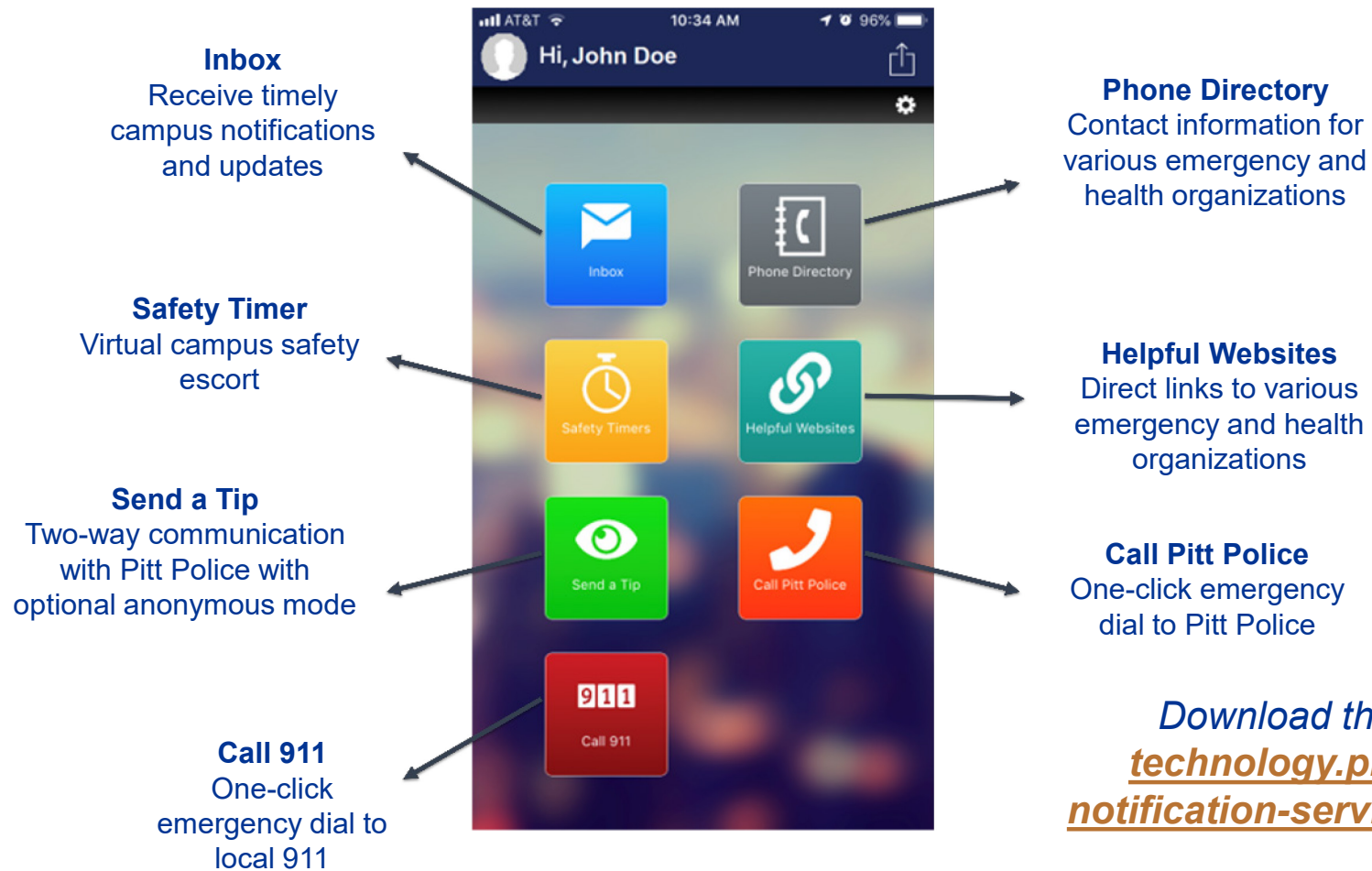
- You can check the status of your report or question using the access number and password you created when you submitted the report or question.

Website: pi.tt/concern

Call: 800-468-5768

Text: 412-903-3456

Rave Guardian Personal Safety App



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

Pitt United Way Campaign

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

Give

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

Advocate

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

Volunteer

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

Support the United Way Campaign at unitedway.pitt.edu

Post-Orientation Checklist

- ❑ **Form I-9, Employment Eligibility Verification**
 - ✓ Be sure to bring your documentation to your Form I-9 appointment. **The documents are due within three working days of your hire date.** Failure to produce documentation will result in suspension and possibly termination.
- ❑ **Payroll & Direct Deposit**
 - ✓ New hires must enroll in direct deposit. Direct deposit enrollment and all other payroll forms must be completed online at [myPitt](#), using the Employee Self-Service option within Pitt Worx.
- ❑ **Health and Welfare Benefits**
 - ✓ New enrollment is due 31 days from your date of hire. Changes are only allowed during future open enrollment periods or for qualified status changes.
 - ✓ Contact Benefits Customer Support for details via phone at 833-852-2210 or submit an online inquiry at hr.pitt.edu/contact-ohr.

- ❑ **Retirement Savings Program**
 - ✓ Enrollment in the University retirement plan must take place no later than the last working day of the month prior to your effective date. Contact Benefits Customer Service for help.
- ❑ **Required Online Trainings**
 - ✓ You are required to complete computer-based training programs before the end of your provisional period. To access, navigate to [myPitt](#) > Categories > Human Resources.

Post-Orientation Resources

New to Pitt?

- Discover essential information for staff new to Pitt and Pittsburgh, including transportation and commuter info, on-campus committees and groups, work-life balance resources, a visitor's guide and more at [hr.pitt.edu/welcome!](https://hr.pitt.edu/welcome)

Stay Connected:

- View upcoming events happening either on campus or virtually: calendar.pitt.edu

Staff Post-Orientation

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

New Staff Employee Resources

- Find important links for new staff employees at hr.pitt.edu/staff-resources, including University offices and departments, community resources and services, important notices and policy statements, and additional resources.



Office of Human Resources, Talent Acquisition Team

Thank you for attending orientation today!

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

pi.tt/newhire-survey

We appreciate your feedback!



University of Pittsburgh®

Office of Human Resources
200 South Craig Street
Pittsburgh, PA 15260
8:30 a.m. to 5 p.m.
412-624-7000

hr.pitt.edu

hr.pitt.edu/contact-ohr