

STANDARDIZED PATIENT ORIENTATION

University of Pittsburgh
Office of Human Resources

Orientation Agenda

- New Hire Paperwork
- Payroll
- Accessing Online Pay Statements, Form W-4, & Address Forms
- ID Card
- Office for Equity, Diversity, & Inclusion
- Department of Environmental Health & Safety
- Pitt Police Department

New Hire Paperwork

New Hire Paperwork

- ✔ Standardized Patient Notification form
 - New hire has attended orientation
 - Additional information on University policies and procedures

- ✔ Intellectual Property Rights Assignment form
 - Outlines University policies related to intellectual property rights

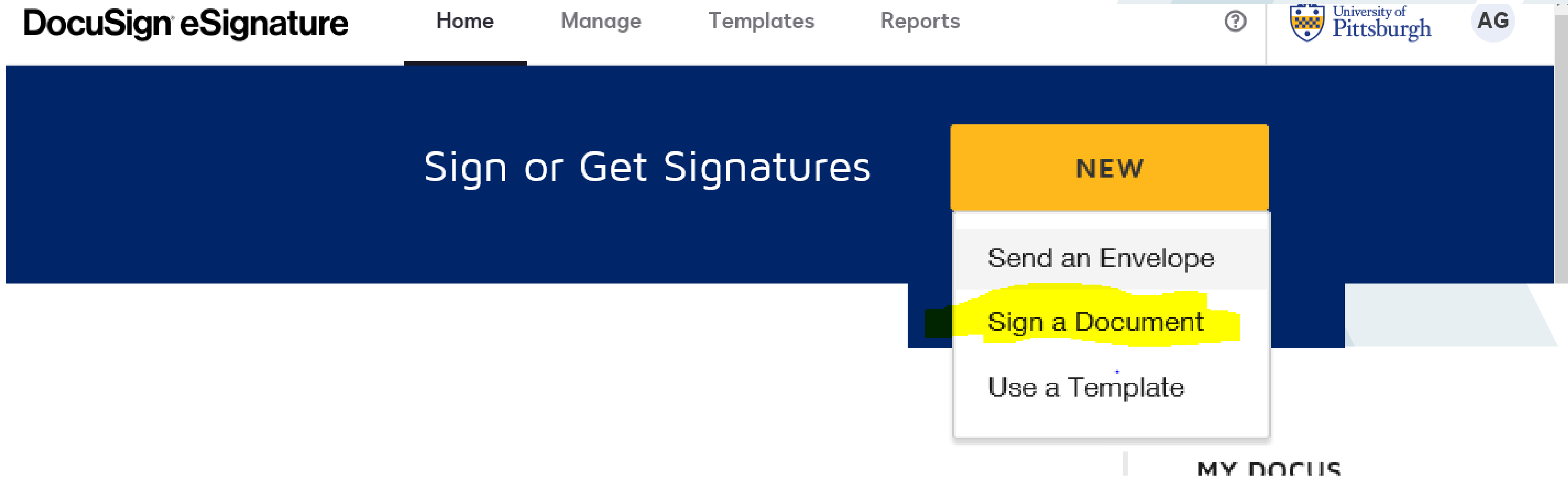
DocuSign

- Pitt's eSignature Service (DocuSign) is an e-signature and workflow solution
- It allows you to send, sign, and manage documents electronically
- Easily access and store your documents in a secure, online location in the cloud
- Manage workflows and improve turnaround time on processes



DocuSign

1. Select “New” and then “Sign a Document”
2. Select “Upload” and then find the document that you want to upload for signature; once uploaded, select “Sign”
3. DocuSign will then ask for your signature and **email address to send the signed documents to**



University Policies

- ✱ The University promotes a respectful work and academic environment
- ✱ These policies apply to all University faculty, staff, students, and individuals on University property
- ✱ The University policies can be found in the Staff Handbook on the OHR website

Office of Policy Development and Management:

www.policy.pitt.edu

Staff Handbook:

www.hr.pitt.edu/handbook

Family Educational Rights & Privacy Act (FERPA)

- ✱ The Family Educational Rights & Privacy Act ("FERPA") is a federal law that pertains to the release of and access to students' educational records maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution.

- ✱ Under FERPA, students have the right to:
 - Inspect and review their educational records;
 - Request to amend their educational records;
 - Have some control over the disclosure of information from their educational records

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

Additional FERPA Information

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

9

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

Additional HIPAA Information
<http://www.pitt.edu/HIPAA/>

Personal Use of University Time and Property

10

- * 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).

University of Pittsburgh Portal

my.pitt.edu



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

University of Pittsburgh Portal

my.pitt.edu

Protect Your Privacy

Add a layer of security to University services with Multifactor Authentication. It's quick and easy.



Visit technology.pitt.edu/multifactor to learn more!



University of Pittsburgh

Information Technology
COMPUTING SERVICES AND SYSTEMS DEVELOPMENT

Multifactor authentication is an additional layer of security designed to prevent unauthorized access to your information and University data, including confidential retirement account details, pay statements, or direct deposit information.

Multifactor Authentication

Option 1: Mobile phone or tablet

Option 2: Register a landline (office phone) or non-smartphone

Option 3: Mobile phone or tablet hardware token

- Pick up hardware token at Technical Support Desk at the University Store on Fifth (4000 Fifth Avenue)

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

Multifactor Authentication (Duo):

www.technology.pitt.edu/services/multifactor-authentication-pitt

University of Pittsburgh Portal

my.pitt.edu

- You must activate the authentication in order to access your pay and other confidential information; this includes the University of Pittsburgh portal which utilizes Pitt Passport
- Visit www.technology.pitt.edu/services/multifactor-authentication-pitt to get started
- Log in: my.pitt.edu > Sign In

The screenshot shows the Pitt Passport login page. At the top is a blue header with the University of Pittsburgh logo and name. Below it is an orange bar with the text "Pitt Passport". The main content area is white and features a central login form. The form has a header "Choose an authentication method" and three options: "Duo Push" (with a checkmark and "Used automatically"), "Call Me", and "Passcode". To the right of each option is a green button: "Send Me a Push", "Call Me", and "Enter a Passcode". Below these options is a checkbox labeled "Remember me for 24 hours". On the left side of the form, there is a small shield icon and links: "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". At the bottom of the form, a blue bar displays the message "Pushed a login request to your device..." and a "Cancel" button. The footer of the page is a blue bar with the text "pitt.edu | my.pitt".

Payroll Department

www.payroll.pitt.edu

Pitt Worx

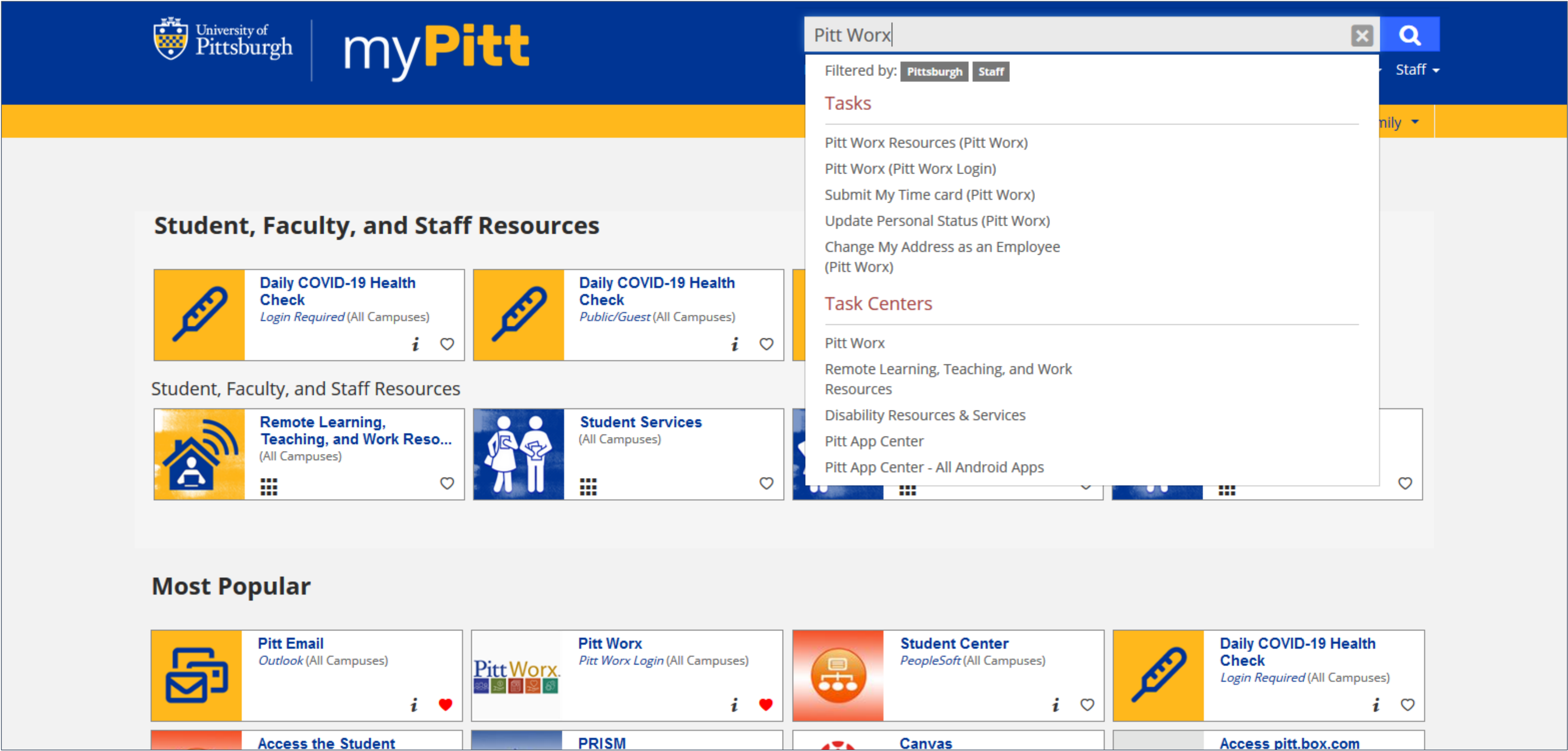
Pitt's modernized human resources and payroll system

Navigating Pitt Worx:

- Log in to my.pitt.edu with your University username and password
 - **Note:** If you have forgotten your username and/or password, you must contact the Technology Help Desk at **412-624-HELP (4357)** or at technology.pitt.edu for assistance.
- Search for **Pitt Worx**
- Select option to launch task

Pitt Worx

<https://www.pittworx.pitt.edu/>



Search for “Pitt Worx” on the My Pitt homepage



myPitt

Pitt Worx

Browse Categories ▾

Pittsburgh ▾

Staff ▾

Search Results



Pitt Worx Resources

Pitt Worx (All Campuses)

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♡



Pitt Worx

Pitt Worx Login (All Campuses)

i

♡



Submit My Time Card

Pitt Worx (All Campuses)

i

♡



Approve Time Cards

Pitt Worx (All Campuses)

i

♡



Update Personal Contact Information

Pitt Worx (All Campuses)

i

♡



Change My Address as an Employee

Pitt Worx (All Campuses)

i

♡



Update Personal Status

Pitt Worx (All Campuses)

i

♡



Compost

Facilities Management, Office of ...

i

♡



Connect With Sustainability Leaders

Office of Sustainability (All Camp...

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Employment Opportunities for Current Employees

Pitt Worx (All Campuses)

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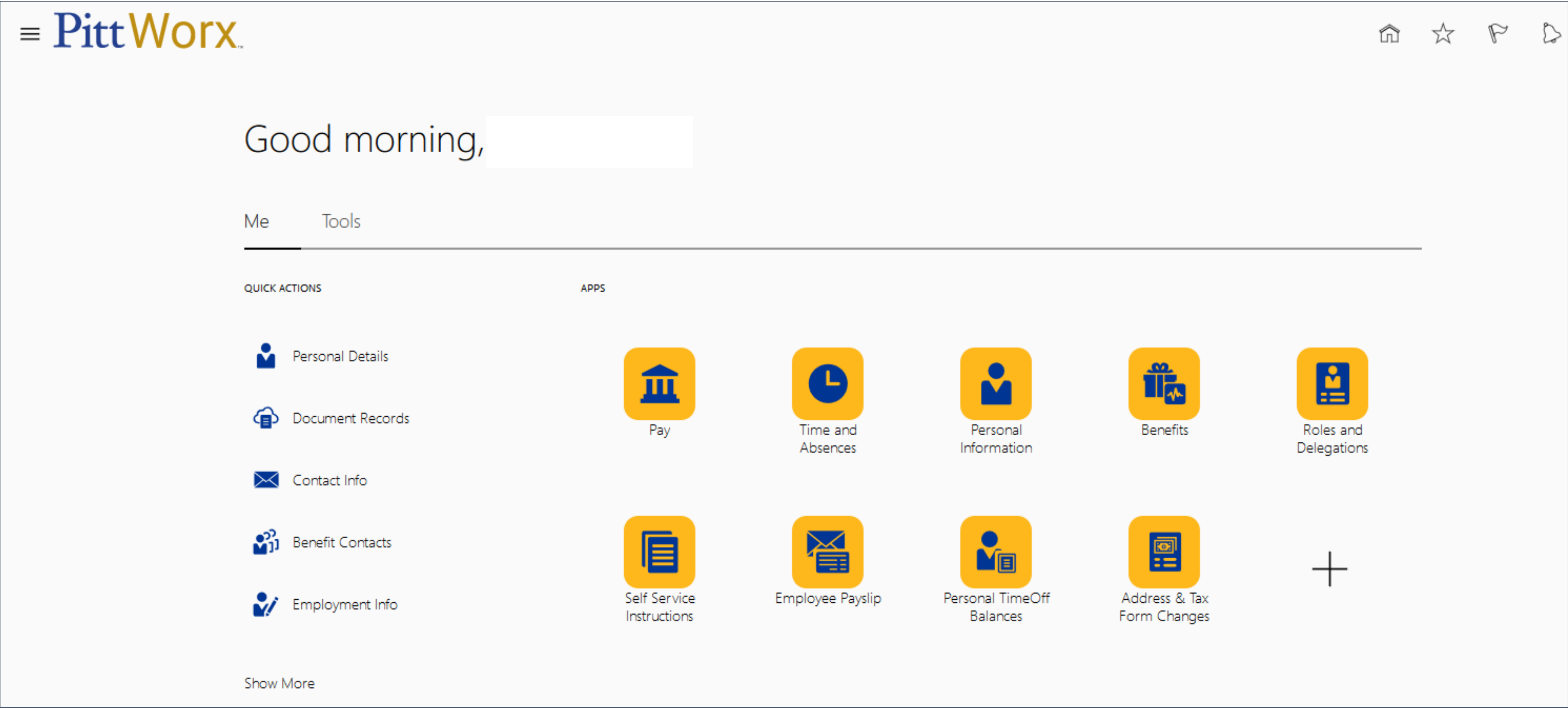
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See More

Launch Pitt Worx from search results page

PittHR

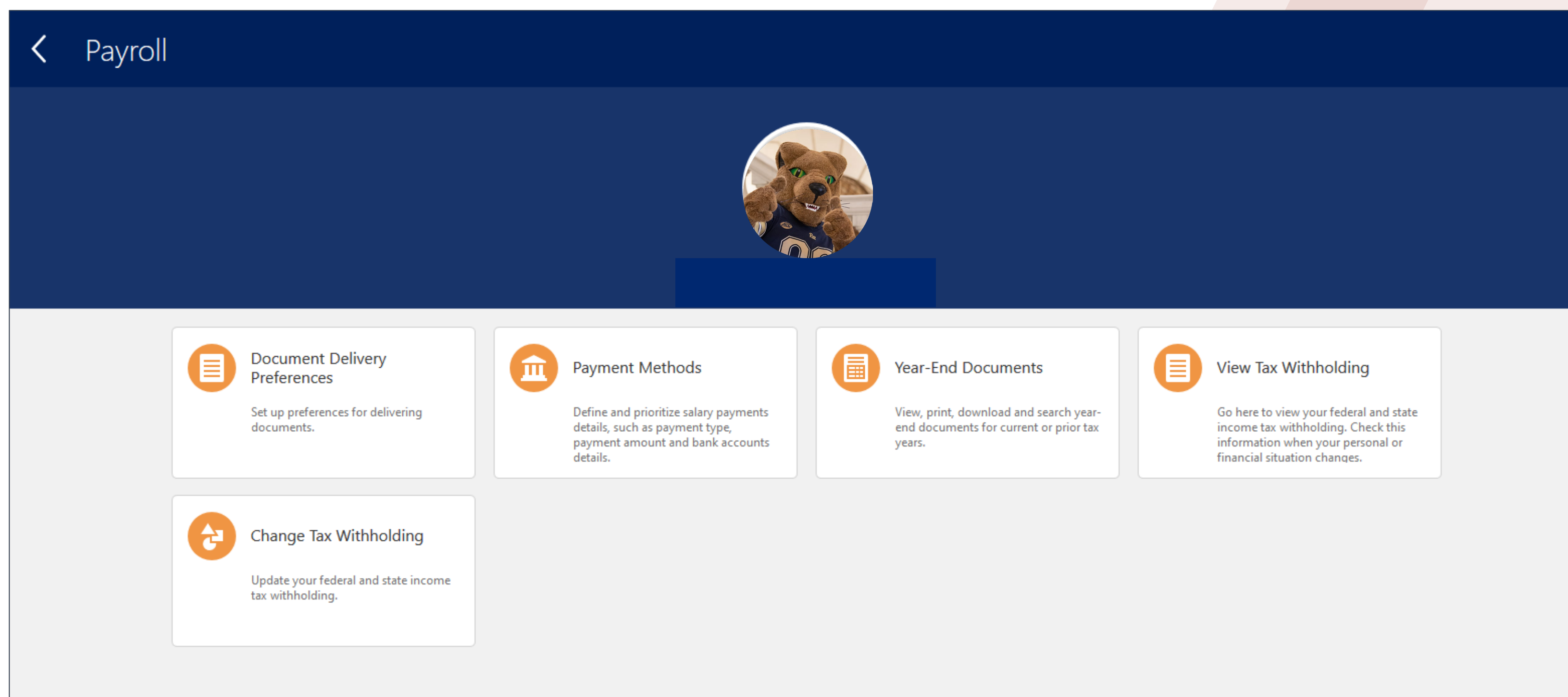
Pitt Worx Employee Self-Service



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

Online Pay Statement

- Pay statements can be accessed online in the Pay section of Pitt Worx Employee Self-Service
- 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 at **412-624-4357** or helpdesk@pitt.edu



Form W-4

Anyone hired or requesting a change January 1, 2020 or after must complete the newest Form W-4

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

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

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

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Certificate ▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		OMB No. 1545-0074 2020
Step 1: Enter Personal Information	(a) First name and middle initial		Last name	(b) Social security number ▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	Address			
	City or town, state, and ZIP code			
	(c) ☐ Single or Married filing separately ☐ Married filing jointly (or Qualifying widow(er)) ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			
Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.				

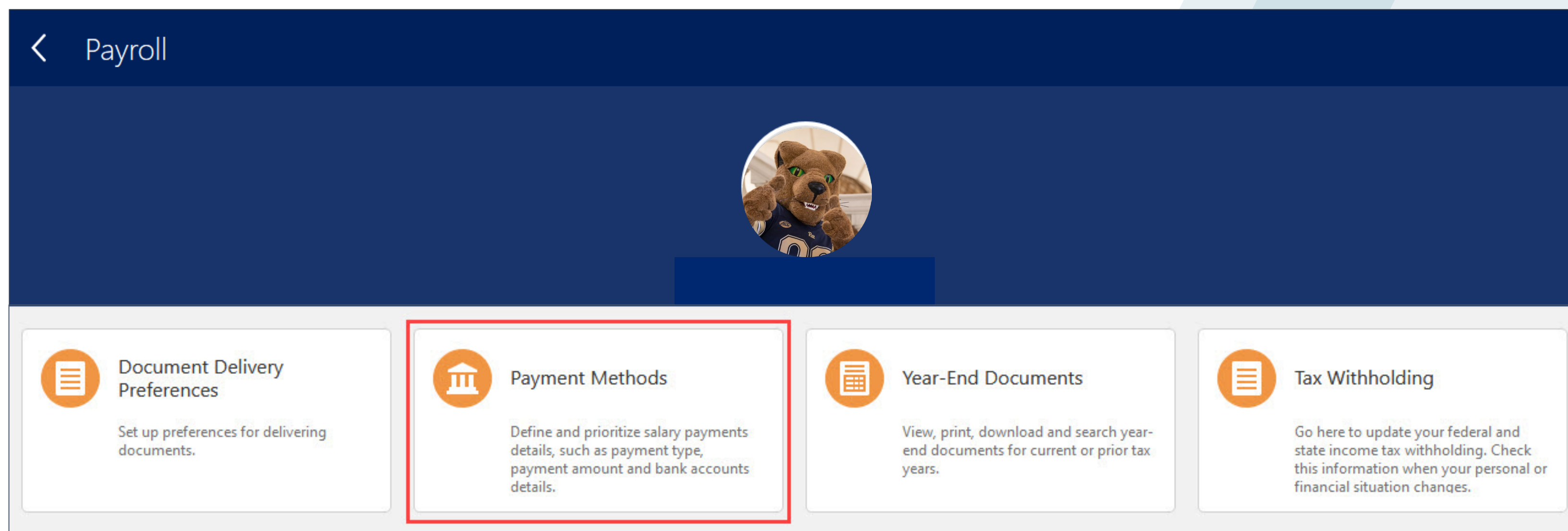
www.payroll.pitt.edu/new-2020-form-w-4-employees-withholding-certificate

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	.06%
Local EIT	Rates vary by address
Pittsburgh OCC	\$4.33 (monthly) \$2.00 (biweekly)

Online Direct Deposit Form

- **Direct deposit is mandatory for all new hires**
- Direct deposit is available for one bank account only
- After changing your direct deposit, you will receive an email confirmation to your Pitt email account
- Direct deposit can be changed in Document Delivery Preferences of the Payroll section



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.

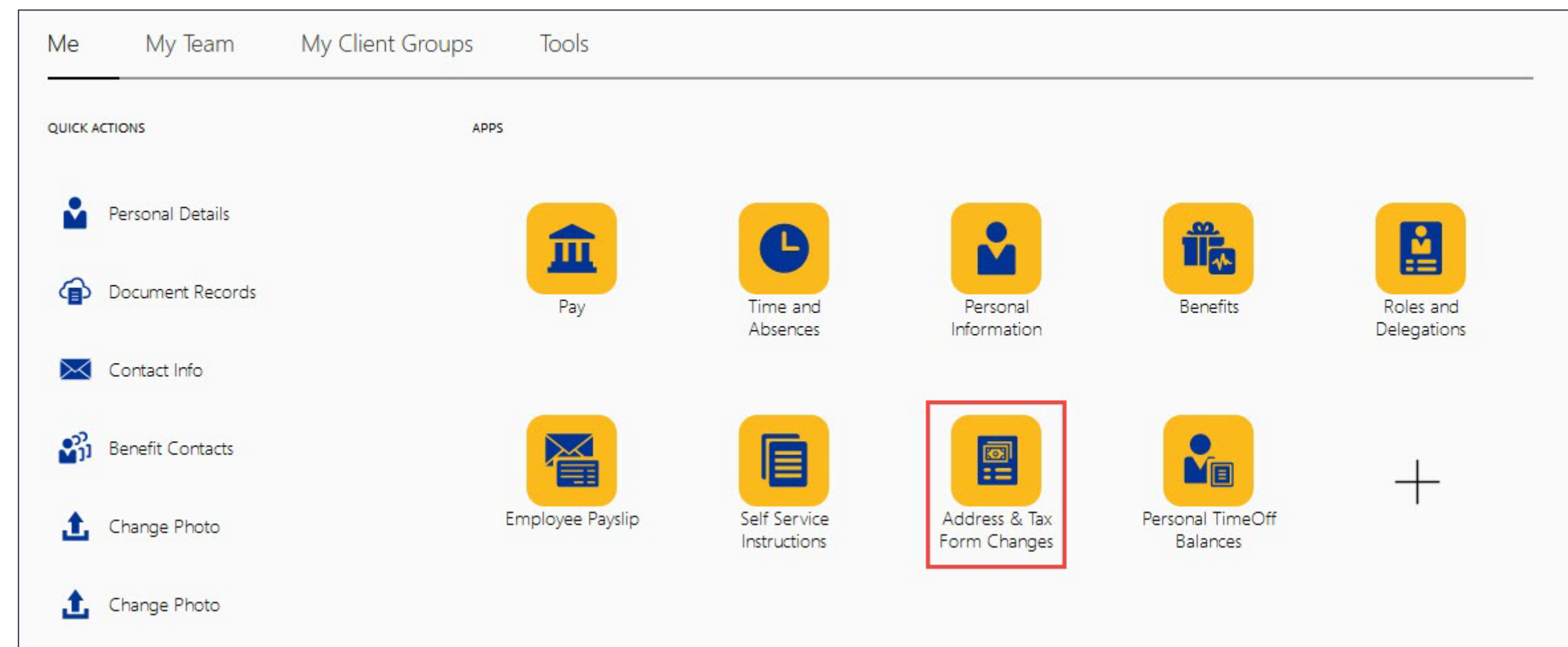


Image 1

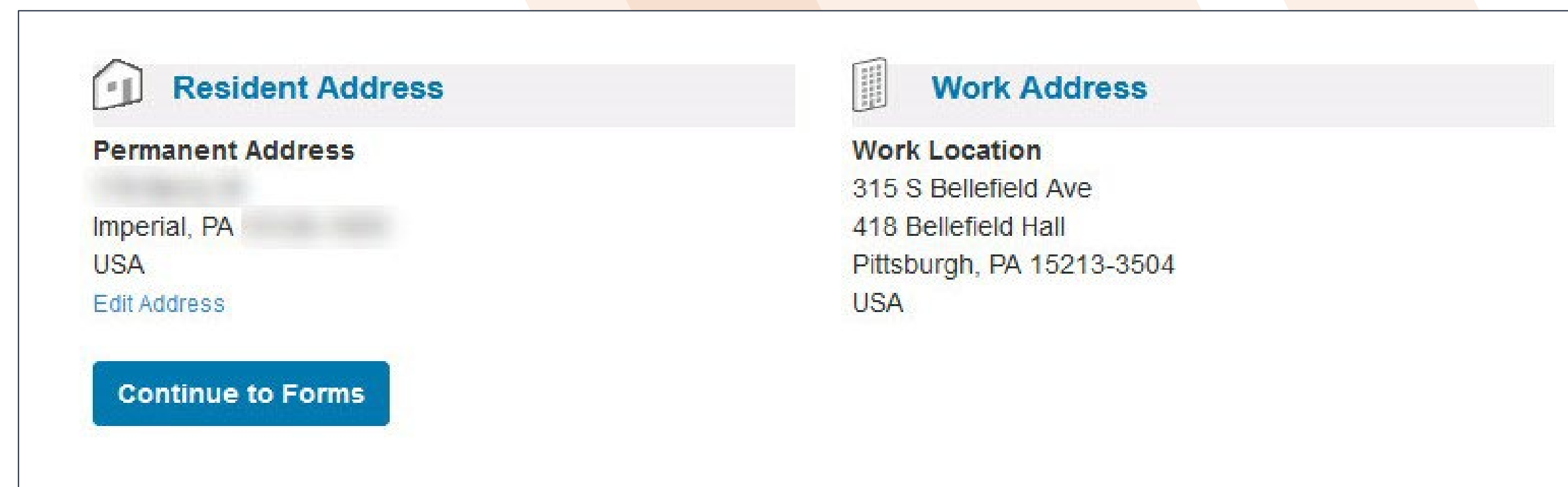


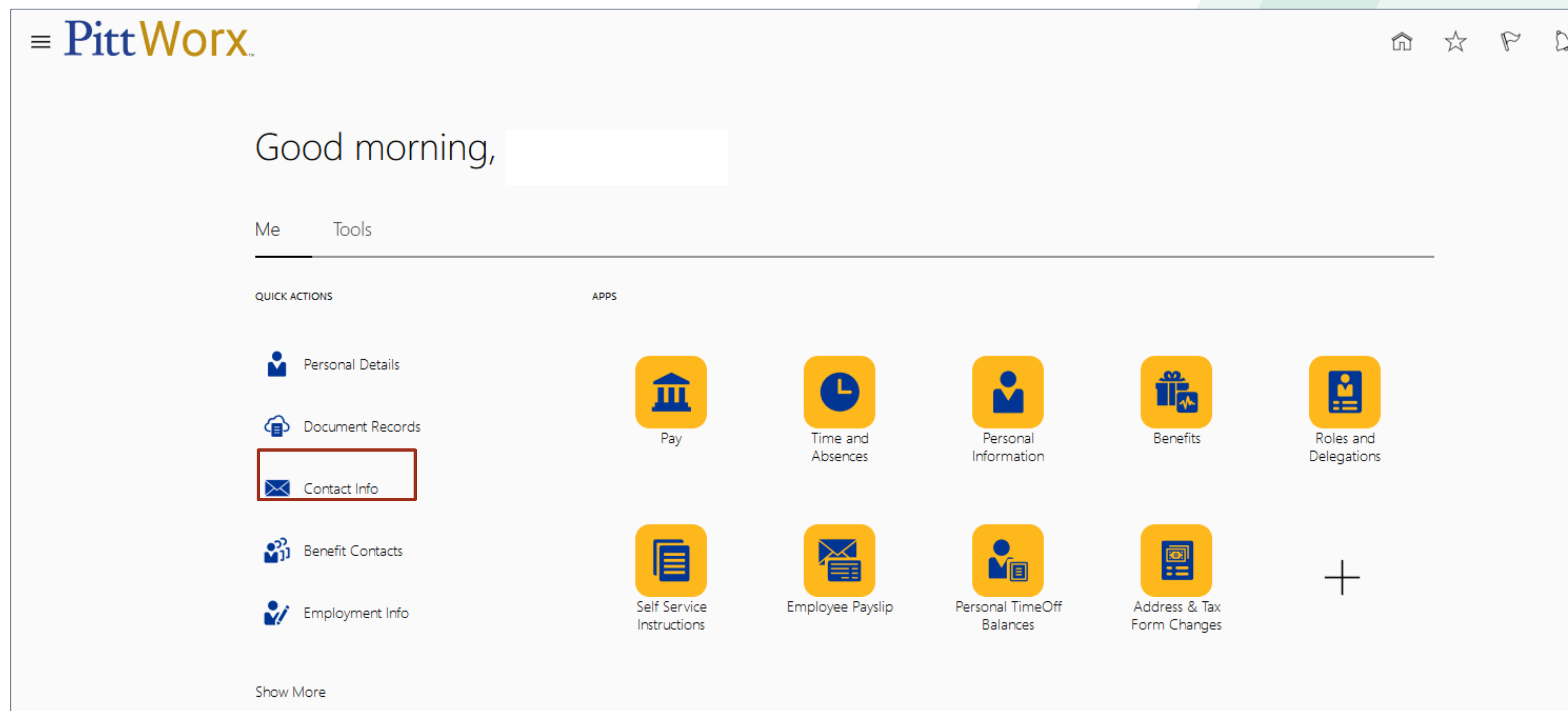
Image 2

Pitt Worx Hub

<https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/SelfService/Making%20First-Time%20Tax%20Form%20Updates.aspx>

Online Residency Certification Form

- You must list your permanent address; P.O. boxes are not permitted
- Local taxes are calculated based on the address in the system
- Your annual W-2 tax form will be sent to your address on record; you may also opt to go paperless and receive your Form W-2 electronically after 45 days of your hire date
- Your address on record can be changed in the Contact Info section of Pitt Worx Employee Self-Service



Payroll Website

- ✓ Frequently Asked Questions
- ✓ Pay schedules
- ✓ Forms and instructions
- ✓ Information on employment verification
- ✓ Tax information

Visit the Payroll website for all resources:

www.payroll.pitt.edu

Retirement Savings Plan

- Defined Contribution Plan (403b plan) – Supplemental only
- **Not** eligible for matching University contributions
- Employee makes contributions – a % of biweekly pay
- Balance of the account depends on the returns from the investments and the funds contributed over time
- Eligibility to contribute begins the first of the month following 30 days of employment

Retirement Savings Plan at Pitt:

www.hr.pitt.edu/current-employees/benefits/retirement-savings-plan

Panther Card

To obtain your ID, you must go to Panther Central

- Located in the main lobby of the **Litchfield Towers**

Think of your Panther Card as a cross between an ID and a credit card

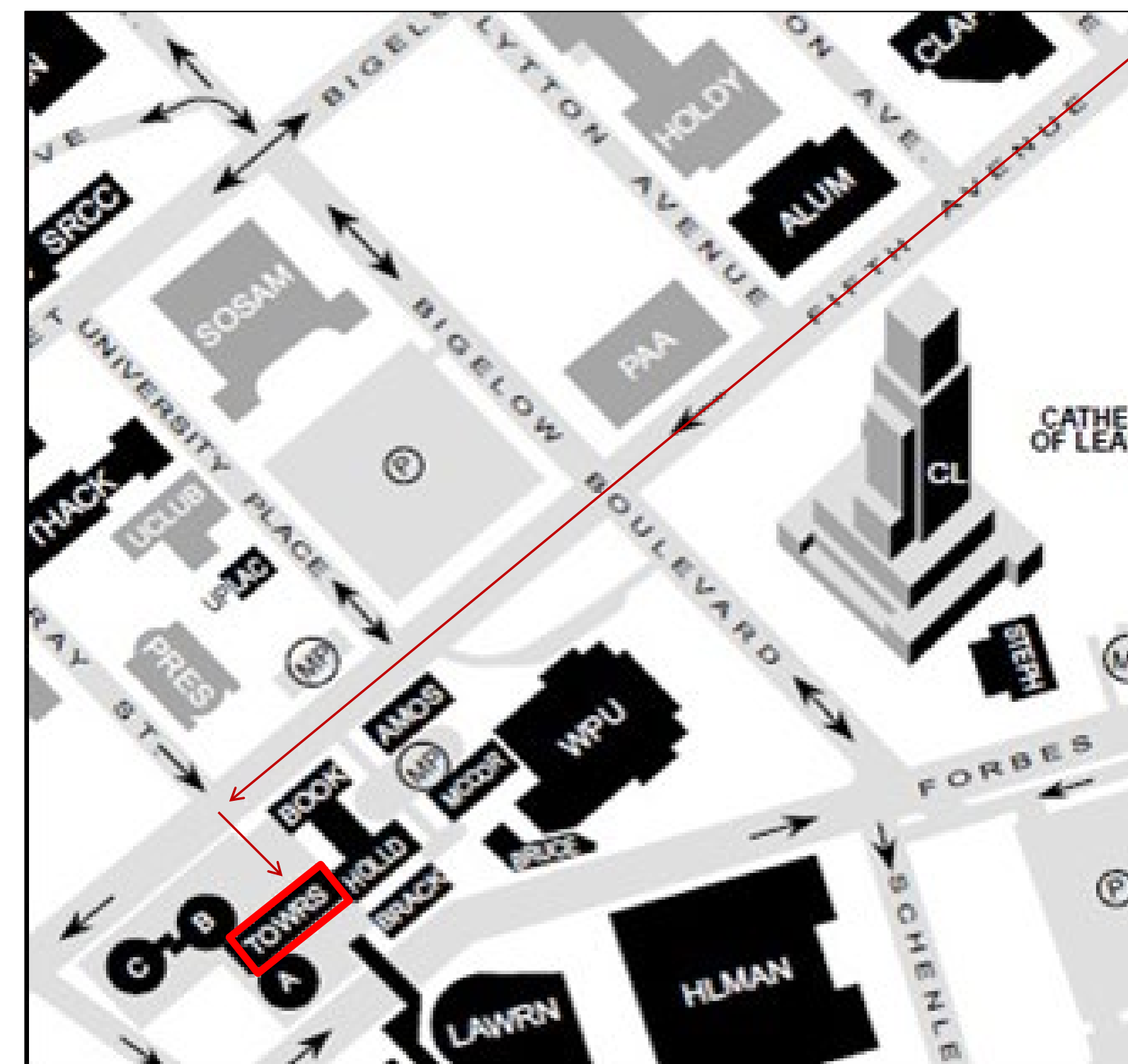
Panther Central

412-648-1100

www.pc.pitt.edu



Panther Central



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.

Perks of Being a Standardized Patient

30

- * Free University Shuttle Services
- * Use of Trees Hall, an on-campus workout facility
- * Free parking at the University Center Garage



OHR 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

www.ir.pitt.edu/facts-publications/factbook/

Social Media

Twitter:

- Office of Human Resources: **@Pitt_HR**
- Talent Acquisition: **@Pitt_Careers**

Facebook:

- Office of Human Resources: **fb.me/PittHumanResources**
- Talent Acquisition: **fb.me/PittTalentAcquisition**

Instagram:

- Office of Human Resources: **www.instagram.com/Pitt_HR**

Check out our social page at hr.pitt.edu/connect

Office for Equity, Diversity, & Inclusion

www.diversity.pitt.edu

Equity, Diversity, and Inclusion

Equity: The proportional distribution of desirable outcomes across groups. Equity is when an individual's race, gender, socio-economic status, sexual orientation, etc. do not determine their educational, economic, social, or political opportunities.

Diversity: The wide variety of shared and different personal and group characteristics among human beings. The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences.

Inclusion: Authentically bringing traditionally excluded individuals and/or groups into processes, activities and decision/policy making in a way that shares power. Inclusion promotes broad engagement, shared participation, and advances authentic sense of belonging.

Office for Equity, Diversity, and Inclusion

OEDI is committed to fostering diversity and celebrating differences, educating the community on the benefits of diversity, promoting equity, eliminating discrimination, and advancing equal access to all opportunities at the University.

The Office for Equity, Diversity, and Inclusion includes:

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



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

Digital Accessibility

Accessibility: Each person is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services in an equally effective and integrated manner

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

Digital accessibility best practices:

- Use heading structure when writing content
- Add alt text to images
- Ensure adequate color contrast to web and print content
- Provide captions to media like videos

Digital accessibility resources:

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

Disability Resources and Services

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

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

Schedule a meeting with DRS to discuss reasonable accommodations.

Disability Resources and Services:

www.diversity.pitt.edu/accessibility/disability-resources-and-services

Pitt Communities

Pitt Communities are staff and faculty affinity groups linked by a common purpose, ideology, or interest. They play a vital role in ensuring an inclusive campus environment where all are valued, included, and empowered to succeed.

Current Pitt communities:

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

Pitt Communities:

www.diversity.pitt.edu/pitt-communities

Civil Rights and Title IX

The University is committed to maintaining an environment free from discrimination and harassment based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability or status as a veteran.

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

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

Title IX Office:
titleixcoordinator@pitt.edu

University Policies and Guidelines

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

Sexual misconduct includes:

- Sexual violence
- Sexual harassment
- Relationship violence
- Stalking

The University has created a Guidelines for Inclusion Relating to Gender Transition web page to help foster an understanding of transgender issues in the workplace and guidance on how to provide a welcoming and supportive environment for individuals transitioning. You can read this guide at www.diversity.pitt.edu/resources/resources-diverse-populations/lgbtqia-resources/guidelines-inclusion-relating-gender.

Get Involved!

- ✓ Visit the Office for Equity, Diversity, and Inclusion website for resources available across the University
- ✓ Report misconduct or a bias incident
- ✓ Check our website for upcoming programs and happenings:
 - Diversity Book Club
 - Monthly celebrations/cultural events
 - Affinity Group/Community events
- ✓ Engage inclusively!

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



Career Transition Project

* Who We Are

The Career Transition Project provides outreach services to the University community, including assisting with job searches, attending career fairs, and creating referral resources for veterans and individuals with disabilities who have been hired at the University

* What We Do

With a dedicated recruiter for veterans and individuals with disabilities, the Career Transition Project assists the University in identifying qualified job seekers who are ready for a welcoming work environment

* How We Do It

With outreach to hundreds of referral sources and partnerships comprised of agencies, schools, universities, and individuals, the Project actively recruits, hires, and trains qualified individuals and provides guidance to University departments

Career Transition Project

Veterans

The Veterans program provides career preparation workshops and resources, as well as one-on-one opportunities to discuss job interests, passion points, and skillset fit to help individuals succeed as they return to civilian life and the workforce



Individuals with disABILITIES

The Individuals with disABILITIES program provides reasonable accommodations to individuals at the University, additional support and guidance to help new hires transition into their new position, and strategies for individuals and their supervisor for continued success



Career Transition Project

Tom Armstrong

Diversity Recruiting & Transition Consultant,
Veterans and Individuals with disABILITIES

Email: tom.armstrong@pitt.edu

Phone: 412-648-8375

www.hr.pitt.edu/career-transition-project

www.join.pitt.edu

Pitt Sustainability

www.sustainable.pitt.edu

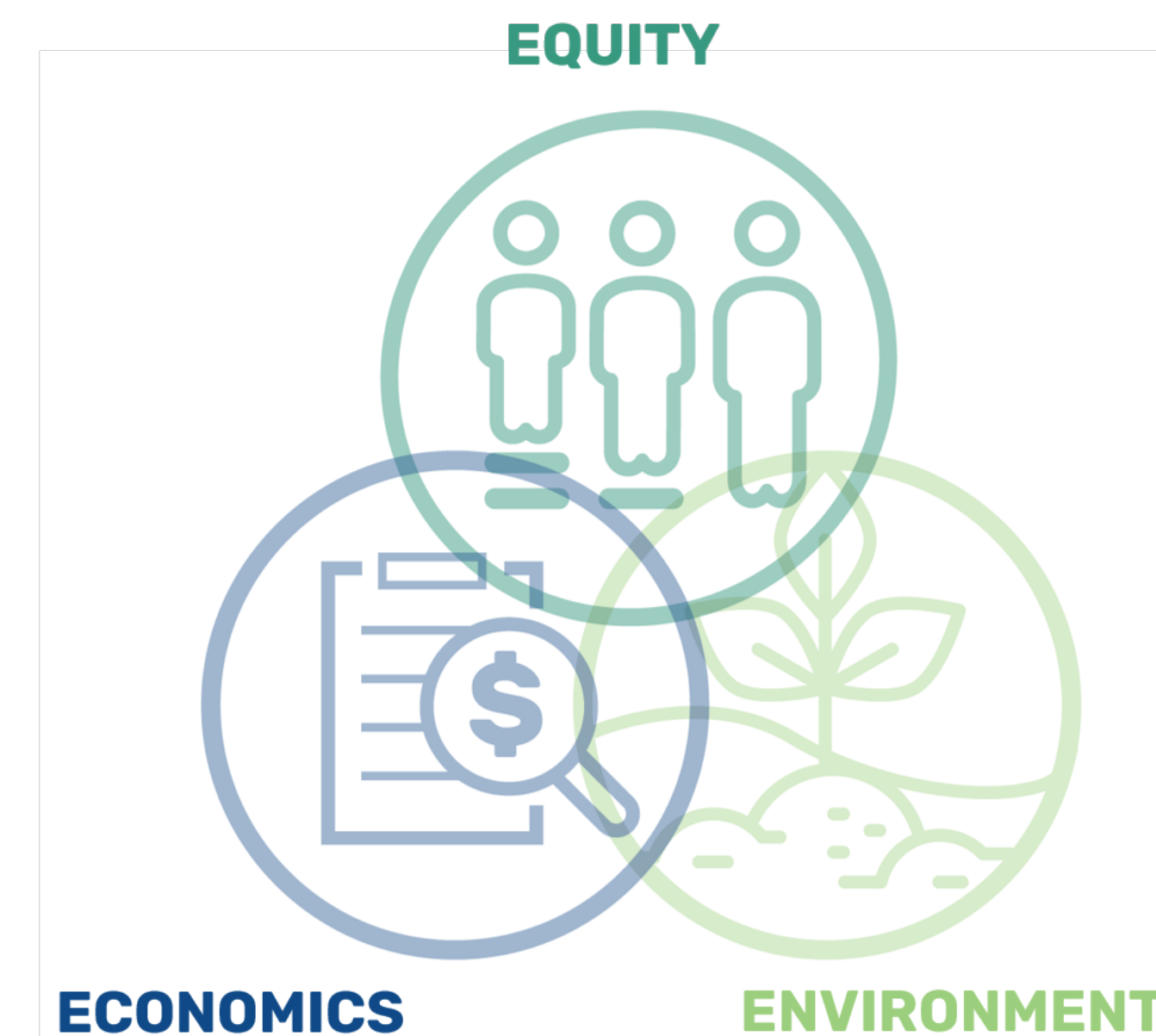
Sustainability: Balancing **equity**, **environment**, and **economics** so current and future generations can thrive.

The Pitt Green Guide includes resources for employees who want to help build a thriving culture of sustainability on campus, like:

- Pitt Green Office and Lab program initiatives
- Recycling, composting, and zero waste
- Commuting and mobility options
- Sustainable purchasing, surplus, and reuse
- Professional development
- Education, events, community, and culture opportunities

Pitt is actively involved in sustainability initiatives and practices across disciplines, domains, and scales, including:

- Striving to carbon neutrality by 2037
- Reducing landfill waste 25% by 2030
- Embracing interdisciplinary research that bridges academics and operations
- Incentivizing sustainability-related service and community engagement



Pitt Sustainability Green Guide:

www.sustainable.pitt.edu/green-guide-employee-resources

University-Wide Sustainability Certifications

www.sustainable.pitt.edu

The University of Pittsburgh has several rankings and recognitions from national third-party organizations.

These sustainability certifications **support Pitt's dedication to and investment in sustainable practices**, as well as **rank our achievements compared to our peers**.



Pitt Sustainability: What Pitt is Doing:
www.sustainable.pitt.edu/what-pitt-is-doing

Department of Environmental Health & Safety

www.ehs.pitt.edu



Environmental Health & Safety Services:

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



Department of Environmental Health and Safety

48

Public Safety Building

4th floor

3412 Forbes Avenue

Pittsburgh, PA 15260

Office: 412-624-9505

For more information:

www.ehs.pitt.edu

safety@ehs.pitt.edu

Public Safety Department

www.police.pitt.edu

Public Safety Department

Emergency number: 412-624-2121

Administration: 412-624-4040

Anonymous tip line: www.police.pitt.edu or 412-624-2121

Emergency Event website for students and staff: www.emergency.pitt.edu

Email: police@pitt.edu

Main administration: Public Safety Building: 3412 Forbes Avenue

Mini-stations:

- Forbes Avenue, under the stairs entering Lawrence Hall
- Lobby of Sutherland Hall (upper campus – Sutherland Drive)
- Bouquet Gardens, Building J

University of Pittsburgh Police website:

www.police.pitt.edu



POLICE DEPARTMENT

Public Safety Department

Stay safe around campus!

Shuttle Services: www.pittshuttle.com

Look for the blue EMERGENCY lights and explore all services and resources available to the Pitt community in Pitt Police's Campus Safety video at www.police.pitt.edu/node/634



POLICE DEPARTMENT

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, the University's response to COVID-19, financial controls, and more – to help create a stronger, safer University community.

Ask a Question

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

Report a Concern

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

Check Status

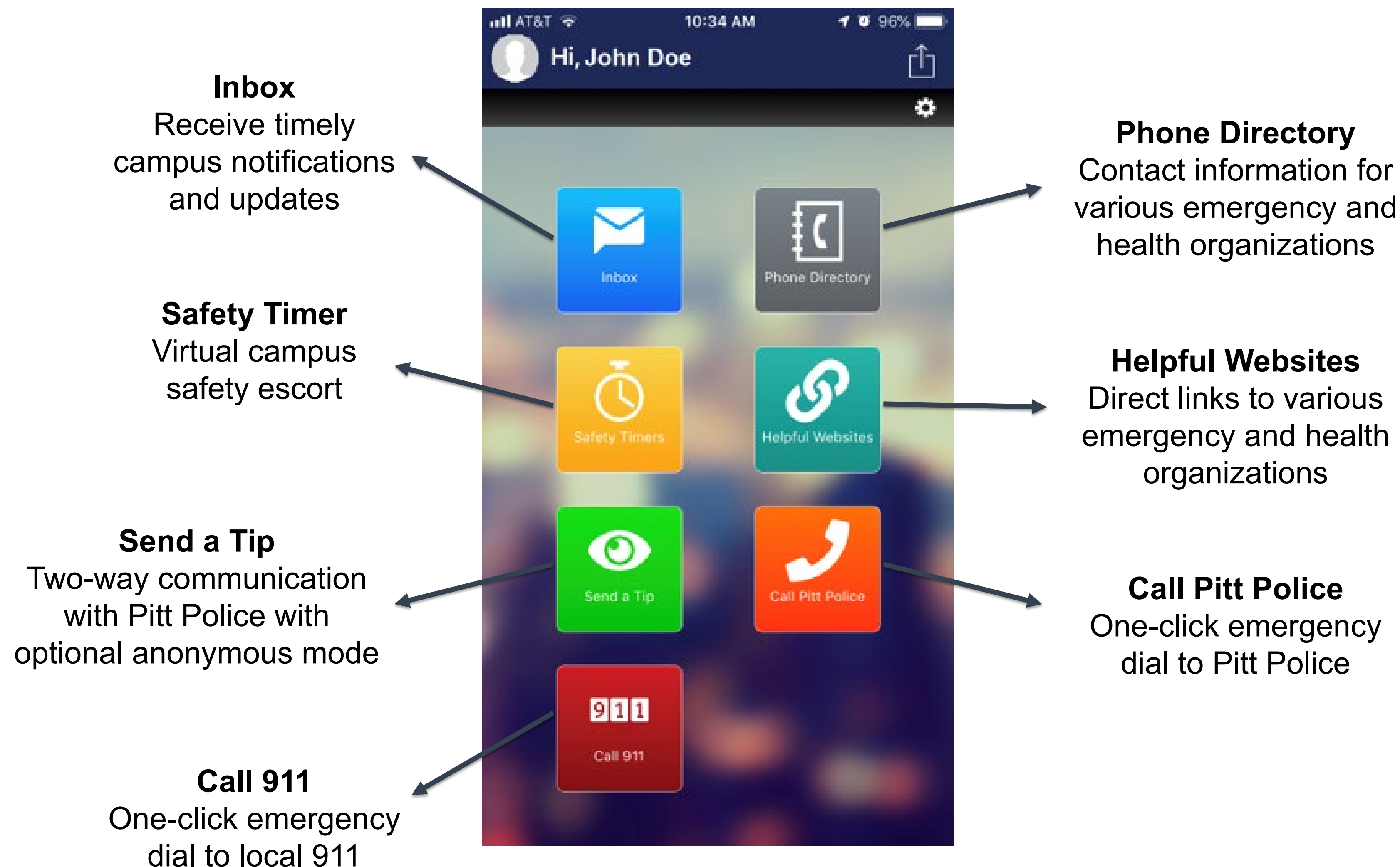
You can check the status of your report or question using the access number and password you created when you submitted the report or question.

Website: <https://pi.tt/concern>

Call: 800-468-5768

Text: 412-903-3456

Guardian Personal Safety App



CSSD website:

www.technology.pitt.edu/emergency-notification-service-rave-guardian-app

Contact Us

Office of Human Resources

200 South Craig Street

Pittsburgh, PA 15260

8:30 AM to 5:00 PM

(412) 624-7000, option #3

www.hr.pitt.edu

www.hr.pitt.edu/contact-ohr