STAFF ORIENTATION

University of Pittsburgh
Office of Human Resources
Orientation Agenda

- History, Structure, Governance
- Human Resources Overview
- Payroll Department
- Paid Time Off & How to Track it
- Panther Card
- Office of Diversity & Inclusion
- Pitt IT
- Campus Resources
- Benefits
University of Pittsburgh

2020 Statistics

- 33,000+ Undergraduate, graduate, and doctorate students
- 7,800+ Full- and part-time staff
- 5,500+ Full- and part-time faculty
- 336,000+ Alumni
University’s Leadership Structure

Senior Leadership Team

- **Ann Cudd**, Provost & Senior Vice Chancellor
- **Kris Davitt**, Senior Vice Chancellor for Philanthropic and Alumni Engagement
- **Kathy Humphrey**, Senior Vice Chancellor for Engagement & Secretary of the Board of Trustees
- **Anantha Shekhar**, Senior Vice Chancellor for the Health Sciences & John and Gertrude Petersen Dean of the School of Medicine
- **Heather Lyke**, Director of Athletics
- **Hari Sastry**, Senior Vice Chancellor & Chief Financial Officer
- **Rob Rutenbar**, Senior Vice Chancellor for Research
- **David N. DeJong**, Senior Vice Chancellor for Business and Operations
  - **Mark Burdsall**, Assistant Vice Chancellor of Consulting Services, Office of Human Resources
- **Mark Henderson**, Chief Information Officer and Vice Chancellor
- **Geovette Washington**, Senior Vice Chancellor & Chief Legal Officer
- **Kevin Washo**, Chief of Staff

13 Senior Offices

- Office of the Chancellor
- Office of the Provost
- Office of the Chief Financial Officer
- Office of Business & Operations
  - Health Sciences Research
  - School of Medicine
- Engagement
- Chief Legal Officer
- Philanthropic & Alumni Engagement
- Chief Information Officer
- Athletics
- Office of Human Resources

Board of Trustees

- Chairman & Chancellor (Officers)
- 36 Trustees
- 8 Commonwealth Trustees
- 4 Members Ex-Officio
- 29 Emeritus Trustees
The Plan for Pitt

Follow Chancellor Gallagher on Twitter @PittChancellor
Check out Pitt on Facebook at www.facebook.com/upitt
Follow the Office of Human Resources on social media
  o @Pitt_HR on Twitter
  o @Pitt_HR on Instagram
  o /PittHumanResources on Facebook
Check out our social page at www.hr.pitt.edu/connect

Strategic Planning:
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*

[www.pitt.edu/sites/default/files/Plan%20for%20Pitt_11032016.pdf](http://www.pitt.edu/sites/default/files/Plan%20for%20Pitt_11032016.pdf)
Human Resources Departments

HR Administrative Support Services
4-7000; [www.hr.pitt.edu/contact-ohr](http://www.hr.pitt.edu/contact-ohr)

- Process employee records
- Provide customer support
- Pitt Worx

Compensation
4-7000, option 3

- Review & classify staff positions
- Administer Staff Classification System guidelines
- Fair Labor Standards Act review

Benefits
4-8160; [www.hr.pitt.edu/contact-ohr](http://www.hr.pitt.edu/contact-ohr)

- Medical and education benefits
- Retirement
- FMLA, leave of absence, STD/LTD

Employee & Labor Relations
4-4645

- Assist in management of staff performance and conduct
- Employee discipline matters
- Handbook and policy interpretation & application

Talent Acquisition
4-7000, option 3

- Staff & temp recruitment consultant
- Develop talent sourcing strategies
- University recruitment compliance specialist

Organization Development
4-8044

- Performance management
- Strategic planning
- Training and development
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

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
Child Protection Clearances

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

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

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

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

Clearances & Training:
www.hr.pitt.edu/clearances-training
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
http://www.pitt.edu/HIPAA/
Personal Use of University Time and Property

- Personal cell phone use should not interfere with your work and should be kept to a minimum.

- The University’s email address cannot be used for personal mail.

- Personal use of University resources is not permitted (photocopiers; local and long-distance telephone and fax services; mail services; supplies and equipment).
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.
University of Pittsburgh Portal

my.pitt.edu
University of Pittsburgh Portal

my.pitt.edu

Student, Faculty, and Staff Resources

- Daily COVID-19 Health Check
- Daily COVID-19 Health Check
- Check Compact Status

Remote Learning, Teaching, and Work Resources

- Student Services
- Faculty Services
- Staff Services

Most Popular

- Pitt Email
- Student Center
- Pitt Worx
- Access the Student Information System
- The PantherExpress System
- Canvas
- PeopleSoft Mobile
- Access pitt.box.com

See More
Payroll Department

www.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)
Search for “Pitt Worx” on the My Pitt homepage
Launch Pitt Worx from search results page
Use Employee Self-Service in Pitt Worx to update your Direct Deposit, 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
- 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 at 412-624-4357 or helpdesk@pitt.edu
# Tax Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security</td>
<td>6.2%</td>
</tr>
<tr>
<td>Medicare</td>
<td>1.45%</td>
</tr>
<tr>
<td>Federal Income Tax</td>
<td>Based on Form W4</td>
</tr>
<tr>
<td>SIT – PA</td>
<td>3.07%</td>
</tr>
<tr>
<td>SUI – PA</td>
<td>.06%</td>
</tr>
<tr>
<td>Local EIT</td>
<td>Rates vary by address</td>
</tr>
<tr>
<td>Pittsburgh OCC</td>
<td>$4.33 (monthly)</td>
</tr>
<tr>
<td></td>
<td>$2.00 (biweekly)</td>
</tr>
</tbody>
</table>
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
Form W-4

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

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

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

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

www.payroll.pitt.edu/new-2020-form-w-4-employees-withholding-certificate
Online Residency Certification Form

• You must list your permanent address; P.O. boxes are not permitted
• Local taxes are calculated based on the address in the system
• Your annual W-2 tax form will be sent to your address on record
• Address can be changed in the Contact Info section of Pitt Worx Employee Self-Service
Payroll Website

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

Visit the Payroll website for all resources:
www.payroll.pitt.edu
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
10 Paid Holidays

• 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.

Academic Calendar
www.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 compensatory arrangements may be made for working on the actual holiday

☆ Union staff should refer to their collective bargaining agreement.
University-Wide Closure and Class Cancellation Policy

The Chancellor will make a decision in consultation with appropriate members of the University’s administration.

When executing this policy, the Chancellor may decide to either:

• Close the entire University, including cancelling all classes, events, and activities; or
• Cancel classes at the University, but allow certain University events and activities to continue.

In instances when the University is not closed, University members (including all faculty, staff, and students) are urged to use their own discretion in deciding whether they can safely commute to the University.

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

Full-time staff

### 37.5 Hours per Week Schedule (Vacation)

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

### 40 Hours per Week Schedule (Vacation)

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Monthly Accrual in HOURS</th>
<th>Biweekly Accrual in HOURS (26 pays/year)</th>
<th>Max in HOURS</th>
<th>Max in DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 years</td>
<td>6.667 hrs</td>
<td>3.077 hrs</td>
<td>80.0 hrs</td>
<td>10 days</td>
</tr>
<tr>
<td>6-10 years</td>
<td>10 hrs</td>
<td>4.615 hrs</td>
<td>120 hrs</td>
<td>15 days</td>
</tr>
<tr>
<td>11-20 years</td>
<td>13.333 hrs</td>
<td>6.154 hrs</td>
<td>160 hrs</td>
<td>20 days</td>
</tr>
<tr>
<td>21 or more years</td>
<td>16.667 hrs</td>
<td>7.692 hrs</td>
<td>200 hrs</td>
<td>25 days</td>
</tr>
</tbody>
</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 sick time each pay period (monthly employees & biweekly employees based on chart)

<table>
<thead>
<tr>
<th>37.5 Hours per Week Schedule (Sick Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly accrual in hours</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td>7.5</td>
</tr>
</tbody>
</table>

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

-Starred note: Union staff should refer to their collective bargaining agreement.
What is 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 time card? Looking to hire a new team member? All faculty and staff who currently use HR and payroll applications at the University will use Pitt Worx.
- Salaried, exempt employees are only required to submit a time card when they are reporting selected time off, instead of hours worked, holiday, or University recess time.
- IMPORTANT: All hourly/non-exempt employees must have their time cards submitted and approved by noon each Monday in order to receive pay for the previous week.

Pitt Worx Hub

https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/SitePages/Home.aspx
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) for assistance.

- Search for Pitt Worx

- Select option to launch task

Pitt Worx

https://www.pittworx.pitt.edu/
Creating New and Editing Existing Time Cards

Navigate to Pitt Worx by logging 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) for assistance.

- Search for **Pitt Worx**

- Select option to launch task

- Select **Time and Absences** from the Apps section

- Choose either **Current Time Card** or **Existing Time Cards**

- Add a new entry, view current time cards, or edit existing time cards as necessary

*Pitt Worx*

[https://www.pittworx.pitt.edu/](https://www.pittworx.pitt.edu/)
Pitt Worx

Pitt's modernized human resources and payroll system

Entries

* EIT Task Entry
  test - TaurasiTEST, Diana

* Hours Type
  H-Hours Worked

Periodicity
  Hourly

* Select Dates
  9/7/20
  1 day selected

* Quantity
  7.50

Add another date
Pitt Worx

Pitt's modernized human resources and payroll system

Existing Time Cards

Andre Jackson

Time Cards

Last 5 time cards

- 9/6/20 - 9/12/20
  Total Hours: 37.5
  Absence Hours: 7.5
  Approved

- 9/13/20 - 9/19/20
  Total Hours: 29.5
  Absence Hours: 15
  Approved
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

- 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

Panther Central
412-648-1100
www.pc.pitt.edu
Panther Card

- 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
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.
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

Current Schedule of Workshops and Registration:
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

Current Schedule of Workshops and Registration:
www.hr.pitt.edu/fsdp
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 www.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](http://www.diversity.pitt.edu/digital-accessibility))
- Use Siteimprove for website accessibility ([www.diversity.pitt.edu/accessibility/technical-support/siteimprove](http://www.diversity.pitt.edu/accessibility/technical-support/siteimprove))
- Email accessibility@pitt.edu for a consultation
Disability Resources and Services

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

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

Schedule a meeting with DRS to discuss reasonable accommodations.

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

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

Learn more about institutional equity:
www.diversity.pitt.edu
Fostering equity, diversity, and cultivating inclusion are truly the work of every member of the University community. To that end, OEDI offers a variety of educational opportunities. A sample of workshop topics include:

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

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

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

Current Pitt communities:

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

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

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

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

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

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

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

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

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

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

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

✓ Report misconduct or a bias incident

✓ Attend/request an educational workshop

✓ Participate in the Diversity and Inclusion Certificate Program

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

✓ Engage inclusively!
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.
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

 Recruiter, 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
Department of Environmental Health and Safety

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
Environmental Health & Safety Services:

• Fire prevention & life safety
• Hazardous materials and waste
• General safety and accident investigation
• Training and education
• Regulatory compliance
The University of Pittsburgh defines “sustainability” as balancing equity, environment, & economics so current and future generations can thrive.

Check out the Staff Green Guide on the Pitt Sustainability website to learn how to green your office, responsibly dispose of waste, purchase sustainable supplies, hold green events, reduce your carbon footprint and more!
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
Stay safe around campus!

SafeRider Program: 412-648-CALL (2255)

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
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: Pitt Concern Connection
Call: 800-468-5768
Text: 412-903-3456
Guardian Personal Safety App

- **Inbox**: Receive timely campus notifications and updates
- **Safety Timer**: Virtual campus safety escort
- **Send a Tip**: Two-way communication with Pitt Police with optional anonymous mode
- **Call 911**: One-click emergency dial to local 911

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

The University of Pittsburgh raised $718,026 this year – the highest total ever.

Last year, the UWSWPA helped over 400,000 people in need in our local community.

2,482 DONORS
- Faculty and Staff: $634,966
- Retirees: $58,795
- Special Events: $24,265
- TOTAL: $718,026

LEADERSHIP GIVING
- $460,402 from 230 Donors who gave $1,000 or more

United Way Campaign: unitedway.pitt.edu
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: 833-852-2210 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: 833-852-2210 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. Direct deposit enrollment and all other payroll forms must be completed online at my.pitt.edu, using the Employee Self-Service option within Pitt Worx.
Post-Orientation Resources

New to Pitt?
Discover essential resources for new staff employees, including transportation and commuter info, on-campus committees and groups, work-life balance resources, and more!
www.hr.pitt.edu/new-employees/new-to-pitt

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

New Staff Employee Resources
Find important resources for new staff employees on this page, including University offices and departments, community resources and services, and notices and policy statements.
www.hr.pitt.edu/new-employees/staff-resources
Thank you for attending orientation today!

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

http://pi.tt/newhire-survey

We appreciate your feedback!
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