

CENTER FOR

Postdoctoral Affairs

IN THE HEALTH SCIENCES

Monthly Postdoc Updates for Postdoctoral Administrators

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Postdoc Administrator Highlight: Dan Gealey

School of Health and Rehabilitation Sciences

Department of Occupational Therapy



How long have you been in your

position? I have had the pleasure of working with the Department of Occupational Therapy in the School of Health and Rehabilitation Sciences in my current role as Manager of Finance and Personnel since April 2022. Prior to this I worked as Department Administrator in Occupational Therapy since 2018. I have worked at PITT since 2010.

What do you like about postdoctoral affairs? I enjoy the excitement and motivation that new postdocs bring to their work and their career development. It's very rewarding watching and being a part of the successful framework and strategy from OACD postdoc office and postdoc mentors to help these individuals become future leading scientists. I do my best to contribute to a smooth onboarding process for these new individuals and I enjoy having the privilege to see how the postdoc and faculty mentor relationships evolve and how these postdocs make a positive impact now and when they move on to bigger roles.

What advice would you give to a new postdoc admin? My best advice in bringing on a new postdoc is to be proactive. Call a colleague who has recently onboarded a postdoc to get an updated overview of the hire process. Use the OACD post doc administrators

website resources <https://www.oacd.health.pitt.edu/postdocs>. These resources are extremely helpful and easy to follow. Additionally, If hiring an international postdoc, starting early is essential in order to provide a smooth onboarding experience for the faculty member supporting the post doc and the post doc coming in. Work with OIS to get this person on the books asap to clarify eligibility and to seek answers to any uncertainties.

Salary Increases for Postdoctoral Associates

Effective July 2022, at the time of their reappointments, Postdoctoral Associates follow the annual University compensation increase guidelines based on the recommendation of their faculty mentors.

Postdoctoral Associates in the school of the health sciences, whose compensation is below the appropriate NIH stipend level for their years of experience, may receive a compensation increase above the University guidelines up to the next NIH stipend level. The compensation increases for Postdoctoral Associates, whose compensation is already above the appropriate NIH stipend level, are limited to the University compensation increase guidelines.

Postdoctoral Associates who have demonstrated satisfactory performance will receive a maintenance salary increase of 3.25%. An additional 1% has been allocated for merit, market, or equity for those with satisfactory performance. Justifications are required for any Postdoctoral Associate receiving less than 3.25%.

Salary Increases for Postdoctoral Scholars

Stipend increases for Postdoctoral Scholars will continue to follow the current processing procedure. They normally receive their increases at the time of their annual contract is renewed.

Postdoctoral Scholars who are linked to NIH National Service Awards (NRSA) stipend levels <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-22-132.html> should follow the stipend level guidelines regarding the stipend increases.

Announcement from Payroll - Employee Overpayment

The payroll department has been receiving a high number of reversals and overpayments recently. This is happening mostly due to terminations not being entered and/or approved into the Pitt Worx system in a timely manner. If an employee is not terminated in the system prior to payroll processing, they may continue to receive pay until the termination is entered. It is important to note that recovering overpayments is a complex, time-consuming and costly process for the University.

- Employee terminations need to be processed immediately into the system to avoid overpaying employees.
- Approval and signoff of the preview and final payroll register MUST be signed and kept by the responsible individuals. We will begin auditing these registers in the coming months to ensure compliance. These are great tools to validate that all employees get paid timely and accurately.
- All Pitt Worx actions need to be approved prior to payroll processing. Please pay special attention to terminations, leaves or actions that need approval to stop or reduce payroll payments.
- If during the preview process you notice an overpayment, you should submit the action immediately in Pitt Worx and submit a request via an online inquiry by selecting Payroll > Reversal/Overpayment to delete the employee from the payroll.
 - After the appropriate action is approved, the missed pay may be added to the following pay if there is still a partial payment due. If there is an urgent employee need, the Payroll Department may issue an off-cycle quick pay as a service request on the next scheduled quick pay payroll. To request an urgent off-cycle quick pay, submit a request via an online inquiry by selecting Payroll > Payroll Service Request.

New Postdoc Jobs Website

As you may know, Postdoctoral Associate positions are required to be posted through Talent Center; however, Postdoctoral Scholars do not have employee status and are not able to be listed in Talent Center, e.g., T32 trainees. As an institution, we are committed to recruiting top talent from a diverse pool of postdoctoral candidates for both Associate and Scholar positions, so we are pleased to announce a university-wide parallel job posting site for both Postdoctoral Scholars and Postdoctoral Associates: <https://postdocjobs.pitt.edu>

Any faculty member or administrative delegate can request an account to list their postdoc positions via [Account Options: Create one now!](#)

This website utilizes best practices and will guide account owners on how to craft impactful postdoc job descriptions.

In a collaboration between the Office for Equity, Diversity and Inclusion, the Office of Academic Career Development, Health Sciences, and the Office of the Provost Graduate Studies, the development of this postdoc job posting site is part of our institution's larger strategic diversity recruitment plan, particularly in regard to our NIH T32 programs. We are contracting with an external vendor who will duplicate all listings on <https://postdocjobs.pitt.edu> on a variety of diversity focused on-line academic job boards including:

- <https://www.postdocjobs.com>
- <https://www.universityjobs.com>
- <https://sciencejobs.org>
- <https://biojobs.com>
- <https://academicwomen.com>

- <https://diversitywork.com>

Whereas Postdoctoral Associate positions must be posted through Talent Center, these positions may also be duplicated on <https://postdocjobs.pitt.edu> along with the Postdoctoral Scholar positions. In doing so, Postdoctoral Associate positions will also benefit from our proactive postdoctoral recruitment campaign. Individuals who list Postdoctoral Associate positions through Talent Center will be automatically contacted and asked if they would like to take advantage of this supplemental recruitment tool.

When posting Postdoctoral Associate positions, please be sure to include the Talent Center requisition number, under the How to Apply section in Instructions box. Example: Visit www.join.pitt.edu and view Requisition Number 12345678 to apply.

Pitt Worx Resources

When needing assistance with submitting Employee Actions performed in Pitt Worx, please review the [Resources Guides](#).

Talent Center Resources

When needing assistance with Talent Center, please refer to the [Resource Guide](#).

Processing Terminations - OACD Postdoctoral Database Portal

When submitting a voluntarily or involuntarily termination in Pitt Worx, please remember to also submit the termination request in the OACD Postdoctoral Database Portal. We are collecting career outcomes on our postdocs; therefore, if you know where the terminating postdoc is going (e.g., university/company and employment details), please enter the information under termination details. If you do not know where the postdoc is going, please enter Unknown for all fields.

Please send any comments or suggestions for future newsletters to postdoc@hs.pitt.edu.

Archived editions of past newsletters are available on the [OACD Website](#).



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