



Newsletter

**Welcome to the Center for Postdoctoral Affairs in the Health Sciences Newsletter
for Departmental Contacts!**

Watch your email inbox for monthly notices keeping you informed and updated on
postdoctoral affairs.

Meet the Center for Postdoctoral Affairs in the Health Sciences Administrative Staff!



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Announcing Talent Center and Pitt Worx

As of January 2021, the University's new applicant tracking system, **Talent Center**, is to be used for processing all new appointments and employee onboarding for Faculty and Other Academics, including Postdoctoral Associates.

Postdoctoral Scholars are not hired through Talent Center; however, their onboarding is completed in Talent Center. Postdoctoral Scholars are processed via Pitt Box (See Pitt Box section for more details), then Faculty Records will enter the information of the postdoctoral scholars in Talent Center for the onboarding to be completed by the scholar.

Additionally, the University launched a new HR and payroll system, **Pitt Worx**. With this change, the Employees Records (ER) and Appointment form were retired, as all personnel processing can now be completed through Pitt Worx.

With these transitions come new learning curves and questions as to how to process employee actions and hiring changes. Therefore, the Office for Equity, Diversity, and Inclusion, the Provost's Office, and the Office of Human Resources have collaborated to identify and provide guidance for common Faculty and Other Academic employee actions and hiring scenarios across the entire University.

[Click here to download the Hiring Scenarios spreadsheet](#), where you will find a list detailing a range of hiring, rehiring, transferring, and promotion scenarios for all Faculty and Other Academic classifications. Instructions on how to process each transaction are available, including which system to use, how to post the position, and step-by-step guides for each process.

For Talent Center and Pitt Worx questions, contact Tammy Dennis at tad9@pitt.edu.

OACD Postdoc Database Portal

All hiring and reappointment actions must first be submitted to the OACD Postdoc Database portal before moving to Talent Center (for new appointments) or Pitt Worx (for reappointments).

1. Reminder: All new and reappointment letters must be submitted via the OACD Postdoc Database Portal for pre-approval prior to submitting the new offer in Talent Center or the reappointment letter in Pitt Worx. *Please note that the Talent Center and Pitt Worx action will not be approved and processed until the appointment request has been pre-approved in the OACD Postdoc Database Portal.*
 2. For all approved exception requests, please attach a copy of the documentation detailing the approval of the exception (i.e. 5th, 6th, or 7th year of training approval, an exception to the degree rule, or any other type of exception approval).
 3. For reappointment, please attach the updated Career Development Plan and the Progress Assessment form if available at this time. If not available at the time of the pre-approval request, please submit with the request in Pitt Worx.
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Talent Center (New Postdoctoral Associate Process)

Talent Center is used for all new appointments and onboarding for Faculty and Other Academics (not to be used for reappointments).

When submitting a position requisition, please ensure the following:

1. There are no typos.
2. Please do not list Tammy Dennis, Cheryl Ruffin, Warren McCoy, or Diamond Ware as collaborators.
3. The Assignment Category should be Full-Time Regular with an FTE of 1 (100%)
 - o If requesting a position less than 100%, please email a letter of justification to the Center for Postdoctoral Affairs in the Health Sciences at postdoc@hs.pitt.edu for approval.
4. All postings must be posted for a minimum of 5 business days. You do have the option to post the posting longer. You cannot submit the offer until after the 5 business days' requirement have been fulfilled.
5. External Description must contain the following components. Please refer to <https://www.oacd.health.pitt.edu/postdoc-administrators/recruitment> as a reference.
 - o Job description
 - o Qualifications (i.e. degree requirements)
 - o Diversity statement: The University of Pittsburgh is an Affirmative Action/ Equal Opportunity Employer and values equality of opportunity, human dignity and diversity, EOE, including disability/vets.

When creating and submitting an offer, please ensure the following:

1. Attach the signed offer letter.
2. Attach the English Language Fluency Form (ELF) if appointment includes "Lab Instructional Teaching" or "Yes" is indicated in the English Language Fluency details of the offer.
3. Attach a copy of the degree credentials i.e. diploma if not already done so by the candidate. This will be become required effective July 1, 2021. If the diploma has been not conferred, please provide a copy of the transcripts or a letter from the Program Director stating that the candidate has fulfilled all of their requirements and that their dissertation has been approved in final format. If revisions were requested, the candidate must complete the revisions and have the dissertation approved in final format before they can begin their postdoctoral training.

Pitt Box (New Postdoctoral Scholar Process)

Box should only be used for new postdoc scholars only. Reappointments will be processed via Pitt Worx.

1. Onboarding for postdoc scholars is completed in Talent Center. Please do not ask the candidate to complete their I-9 or any onboarding prior to them receiving the electronic onboarding.
2. On the appointment form, please include the following information:

a. SSN

b. Date of Birth

c. Gender

d. Citizenship/Nationality

e. Home Address

f. Account Number

g. Personal email for onboarding communications (Pitt email is preferred if they have one)

Pitt Worx

Pitt Worx is used for all reappointments (not new appointments).

When submitting a reappointment:

1. Attach the approved reappointment letter. Please note that all reappointment letters still must be submitted via the OACD Postdoc Database Portal for approval.
2. Attach the completed Progress Assessment Form and updated Career Development Plan if not submitted with the reappointment pre-approval request via the OACD Postdoc Database Portal.

Internal Transfer (Individual is already a member of the University)

If an individual is moving from any active status at the university, (e.g., student, staff, etc.) to a postdoctoral appointment, the action is considered to be an Internal Transfer. [Click here to download the Hiring Scenarios spreadsheet](#) for guidance on Internal Transfers.
