

Subject: [Shs_postdoc_administrators] Center for Postdoctoral Affairs in the Health Sciences Newsletter - Sept. 2021 | Vol. 4
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Center for Postdoctoral Affairs in the Health Sciences Newsletter

Volume 4 | September 2021

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.

Postdoc Administrator Spotlight

We will be featuring a different postdoc administrator in our newsletter each month. Our featured postdoc administrator for September is:

Timothy McCann, Department of Immunology

Timothy McCann Headshot

How long have you been in your position? I have been in my current position since January 2018, but have been working at the University of Pittsburgh since November 1999.

What do you like about postdoctoral affairs? I enjoy assisting my Departmental Faculty with the recruitment process of hiring new Postdoctoral Associates. I like how they already know the postdoc that we want to hire. Also, the Postdoctoral Associates are excited with starting their Postdoctoral Studies. They have just earned their PhD/MD and once their Postdoctoral Training is completed, they have the possibility of moving into a Faculty Position or a Staff Research Scientist. So I enjoy their enthusiasm, and it's an exciting time in their research careers.

What advice would you give to a new postdoc admin? I will advise new Postdoc Administrators to begin their recruitment of a new Postdoctoral Associate as early as possible. Especially if the Postdoc is on a Visa. Also, we now need to post new Postdoc Positions in Talent Center, in which they will be hired/offered the position, and go through an onboarding process, so more time is needed for these new steps as well.

New Postdoc Appointment Administrators

For new postdoc administrators, please be advised that we offer a welcome training session. If you would like to schedule a welcome training session to learn more about the Center for Postdoctoral Affairs in the Health Sciences, please contact Tina DeReno at tdereno@pitt.edu.

Faculty and Other Academics (Postdocs) Orientation

Incoming postdoctoral associates and scholars can now access on-demand Benefits Orientation information on the [OHR website](#).

The incoming postdoc will select the appropriate classification and watch the orientation video. There are also instructions for them on how to enroll in their benefits.

It is very important to note that UPMC health benefits go into effect on the 1st of the month. If a postdoc starts after the 1st of the month, the health benefits will not start until the 1st of the next month after their start date. For example, if a postdoc starts on October 2nd, the health benefits will not start until November 1st.

Please note that postdoc will have 31 days from their start date to sign up for their health benefits. Therefore, it is very important to submit their hiring packets as soon as possible. We have had some departments submit the hiring packets at the last minute. For example, the postdoc's official start date is October 1st but we don't receive the request until October 29th. In this case, the postdoc has 2 days to make their selection for health benefits.

New Website/Appointment Procedures/Appointment Letters

We have just introduced our new website at <https://www.oacd.pitt.edu/>. We have updated the [appointment procedures](#) and the [appointment letters](#) on this site.

Postdoc Personal Email

We are asking departments to start collecting and inputting their postdoc's personal email in the OACD Postdoc Database Portal. The personal email field will become mandatory. Please do not use the Pitt or UPMC email as the personal email. By having the personal email, we will be able to communicate with the postdocs after they leave the university to obtain career outcomes from them directly, especially for 3 and 5-year check-in time points.

Talent Center - Creating Offers

As a reminder, when creating an offer for international postdocs who are outside of the US, please do not create an offer in Talent Center until it has been confirmed that the incoming international postdoc has obtain their visa and has provided an arrival date into the US.

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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