

Subject: [Shs_postdoc_administrators] Center for Postdoctoral Affairs in the Health Sciences Newsletter - Nov. 2021 | Vol. 6
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CENTER FOR
Postdoctoral Affairs
IN THE HEALTH SCIENCES



Newsletter

Volume 6 | November 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

Our featured postdoc administrator for November is:

Matt Bosco





How long have you been in your position? I have been with the University for 19 years and in my current position for 10 years.

What do you like about postdoctoral affairs? I enjoy meeting all the postdocs from around the world and helping them get settled in Pittsburgh. I also enjoy their excitement to be here and how they just jump right in and start working in the labs on day one. The faculty have research that needs to be completed in a timely fashion and it always amazes me at the work the postdocs can complete.

What advice would you give to a new postdoc admin? Keep a log of all your current postdoc and postdoc candidates in excel detailing their appointment details, deadlines, etc. Also, use this same log to track when you reached out to their respective mentors for documents you need. Use Calendars reminders in Microsoft Outlook for your deadlines.

HR - SHARED SERVICES DEADLINES:

December Deadline:

The December payroll deadline is **Friday, December 3, 2021**.

January Deadlines:

January new hire and rehire paperwork must be received and approved by end of business **Friday, December 17, 2021**, whenever possible. This is to ensure the individuals can complete the e-offer and onboarding processes prior to their January start date. This will allow them access to the buildings and other university services.

INSURANCE COVERAGE VIA INTERNATIONAL SOS:

When international postdocs are traveling from their home country to the University of Pittsburgh to start their postdoc appointment, they are covered by the International SOS insurance until their UPMC Health Plan becomes effective. This insurance only covers emergency medical situations. The insurance does not cover routine doctor visits.

To learn more about the insurance coverage via International SOS, please visit PittGlobal Travel section for [Insurance Coverage](#).

The Office of Human Resources hosted a presentation on international travel benefits. [Review the recording.](#)

REMINDERS:

OACD Postdoc Database Portal - Preapprovals:

This is a reminder that all New and Reappointment letters must be preapproved by submitting the appointment request in the OACD Postdoc Database Portal before issuing the letter to the postdoc.

If the new offer letter is not preapproved before entering into Talent Center, the offer will be rejected until the letter is preapproved.

If the reappointment letter is not preapproved before processing the action in Pitt Worx, the action will be rejected until the letter is preapproved.

Please note that this also applies to salary addendum letters, changes in classification, non-renewal letters, etc. All letters must be preapproved by OACD before the action can be completed in Pitt Worx.

University Holiday Breaks:

Postdoctoral associates and scholars receive compensated time-off for University-wide holidays and the Holidays recess, unless the department chair and faculty mentor give the postdoc written notice that it will be necessary for them to perform essential work duties, in which case alternative compensated time off will be provided. You can review the [postdoctoral guidelines](#) for more information on Page 7 under Other Benefits.

Thanksgiving Break: Thursday, November 25 and Friday, November 26, 2021

Winter Break: Thursday, December 23, 2021 through Sunday, January 2, 2022

ANNOUNCEMENT:

The Center for Postdoctoral Affairs in the Health Sciences will be hosting a Town Hall in January. We are excited to start this new tradition in the new year.

TO LIGHTEN YOUR DAY:

“No time to die: An in-depth analysis of James Bond’s exposure to infectious agents”

This fun article examines James Bond's adherence to international travel advice during the 86 international journeys that James Bond was observed to undertake in feature films spanning 1962–2021. [Read More >](#)

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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