

Subject: [Shs_postdoc_administrators] FOR REVIEW: Center for Postdoctoral Affairs in the Health Sciences Newsletter - Vol. 7 | Special Edition

Date: Wednesday, December 1, 2021 at 9:57:47 AM Eastern Standard Time

From: Shs_postdoc_administrators on behalf of Center for Postdoctoral Affairs Health Sciences

To: shs_postdoc_administrators@list.pitt.edu

Attachments: ATT00001.txt

Email not displaying correctly? [View it](#) in your browser.

CENTER FOR
Postdoctoral Affairs
IN THE HEALTH SCIENCES



Newsletter

Volume 7 | Special Edition

**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.

 *Happy
Holidays*



REMINDERS:

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.

WINTER RECESS:

This is a reminder that the Winter Recess has been extended **to begin on Monday, December 20, 2021**. Therefore, postdocs are eligible for the additional Winter Recess as well. Those postdocs whose work necessitates that they work during the Winter Recess are to be provided substitute days to replace those days when they worked.

Winter Recess including Holidays: Monday, December 20, 2021 through Monday, January 3, 2022. Return to work on Tuesday, January 4, 2022.

Please note that the Office of Academic Career Development, Health Sciences will be closed during the entire Winter Recess. I will be monitoring my emails for urgent matters as we do have UPMC postdoc administrators who will be working.

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](#).

Office of Academic Career Development
3550 Terrace Street, 301 Scaife Hall
Pittsburgh, PA 15261