

Subject: CPAHS Newsletter - Jan. 2022 - Vol. 8

Date: Wednesday, January 26, 2022 at 11:15:29 AM Eastern Standard Time

From: OACD

To: Lehman, Nicole

CENTER FOR
Postdoctoral Affairs
IN THE HEALTH SCIENCES



Newsletter

Volume 8 | January 2022

**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 Highlight

Our featured Postdoc Administrator for January is Michele Chamberlain:



How long have you been in your position? A little over 20 years.

What do you like about postdoctoral affairs? Interacting with all the new postdocs. Helping them get adjusted to Pitt and our School.

What advice would you give to your new postdoc admin? Ask questions!! There are a lot of helpful people at Pitt, help is just an email away!!

Important: Creating Offer to International Postdocs via Talent Center

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 obtained their visa and has provided an arrival date into the US. We have had to rescind some offers for international postdocs because they could not obtain the visa in time for their start date.

This does not mean you cannot provide the offer letter for signatures to the international postdocs as they need the offer letter to obtain their visa, but do not create the offer in Talent Center until you have verified that they will be in the country on their actual start date.

Once the actual start date has been confirmed, if it needs to be modified, please update the offer letter and obtain the signatures on the new offer letter. You can then create the offer via Talent Center and send Tina DeReno (tderenopitt.edu) the new offer so she can update the OACD Postdoc Database Portal.

Talent Center Updates

Effective December 2, 2021, Talent Center applications for faculty, research associates, and postdoctoral associates will include two screening questions related to work

authorization. These questions ask the candidate if they are authorized to work lawfully in the United States and if they will require sponsorship for employment now or in the future.

Depending on how the candidate answers the questions, a yellow yield icon (a yellow triangle icon with an exclamation point in the middle) associated with their application may display. This indicates that their answer requires verification:

- If the candidate responded No to "Work Authorization: Are you authorized to work lawfully in the United States?" their application will include the yellow yield icon.
- If the candidate responded Yes to "Work Authorization: Will you now or in the future require sponsorship for employment?" their application will include the yellow yield icon.

Users listed on the requisitions will be able to review candidate responses to these questions under the "Prescreening" section of the application in Talent Center for Managers.

Throughout the year we will continue to make improvements and updates to Pitt Worx and Talent Center. When these releases take place, we will notify you in advance about possible system outages and what impact that will have on our community.

If you have questions or concerns about this update, please submit an inquiry at www.hr.pitt.edu/contact-ohr.

New Enhancements to I-9 Reporting

The Payroll Department and HR Shared Services are excited to announce a new enhancement that allows Department Administrators access to run the I-9 Expiration Report PHRR310 and I-9 Status of Pending Report PHRR313. These reports are helpful in identifying employees in your department with incomplete or expiring Form I-9s in Pitt Worx.

The reports can be found under the following locations:

- Shared Folders/Custom/Pitt/Report/Payroll/Department Administrative > I-9 Expiration Report PHRR310
- Shared Folders/Custom/Pitt/Report/Core HR/Department Administrative > I-9 Status of Pending – No Report PHRR313

For instructions on running the reports, please visit the [Pitt Worx Hub](#).

With this new enhancement, effective December 31, 2021, the Payroll Department will no longer send reminder emails for expiring Form I-9s.

If you have any questions regarding this new enhancement, please [submit an inquiry online](#) and select Human Resources, then I-9/Visa Questions.

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](#).



Copyright © 2022 University of Pittsburgh, All rights reserved.

OACD Staff

Our mailing address is:

University of Pittsburgh
3550 Terrace St
Pittsburgh, PA 15213-2500

[Add us to your address book](#)

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

Grow your business with  **mailchimp**

