

CENTER FOR

Postdoctoral Affairs

IN THE HEALTH SCIENCES

Monthly Postdoc Updates for Postdoctoral Administrators

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Postdoc Administrator Highlight: Dana Freund

School of Medicine

Department of Anesthesiology & Perioperative Medicine



How long have you been in your position? 1 ½ years in current position at UPMC but 15 years previously working for Pitt.

What do you like about postdoctoral affairs? I like the Postdoctoral database. It is user friendly, and the approval turnaround time is very quick!

What advice would you give to a new postdoc admin? Be sure to learn the difference between a Postdoctoral Scholar and a Postdoctoral Associate. It will help you tremendously when it comes time to process the appointments.

Compensated Days for Postdocs - Resigned or Non-Renewal

Compensated time for postdoc is treated differently compared to staff vacation/sick time. Postdocs receive 20 compensated days which are to be used for vacation, sick and personal time. If postdocs do not use their compensated days within the contract year, they do not carry over into their new contract.

Compensated days can be utilized at the end of an appointment before they resign or when their contract is not renewed. Postdocs are not required to be on site or work on their last day. They may use their remaining compensated days leading up to their last day of employment/contract end date.

Remote Policy

The University allows postdoctoral trainees to work exclusively remote within the U.S.; however, these positions within the Schools of the Health Sciences must be approved as part of the appointment pre-approval process. Hybrid appointments, working both on-site and remotely, do not need special pre-approval from the Center for Postdoctoral Affairs in the Health Sciences (CPAHS).

To request an appointment or reappointment as a Postdoctoral Associate or Postdoctoral Scholar to be exclusively remote, the following three forms are required.

- [A Remote Work Location Request Checklist](#)
- [Remote Job Description & Work Plan Agreement](#)
- [Remote Work Location Information Form](#)

Save all three forms as one document and upload through the CPAHS on-line process for pre-approval along with the appointment letter and any other required documentation. (<https://postdocport.pitt.edu>). Find this information under Other Pre-Approval Processes here: <https://www.oacd.health.pitt.edu/administrators/appointment-procedures>

Please contact postdoc@hs.pitt.edu with any questions regarding this policy.

Relocation Policy

Coordinating a move can be both challenging and time-consuming. That's why the University of Pittsburgh can assist. New employees can contact the Office of Parking, Transportation & Services for available moving services by calling 412-624-8801 or emailing relocations@pitt.edu. This link (<https://www.pts.pitt.edu/moving-services/relocation>) provides information on the assistance available during a move.

Please find the revised Relocation Policy here:
https://www.policy.pitt.edu/sites/default/files/Policies/05-Financial/Policy_FN_15_Revised.pdf

PI and Mentor Selection in Database

When inputting the information for the PI/Mentor in the database, please start typing the last name of the PI in the PI field, then allow the dropdown options to generate. Once generated, please select the correct PI of the funding source. The system will then pre-populate all the grants for that PI.

If the grant(s) does not appear in the pre-populated fields, check if you have the correct PI of the funding source. If you do have the correct PI, in the comments section list the funding source. We also ask you to reach out to Kristen Chavis (kmc311@pitt.edu) informing her that the funding sources are not appearing and provide her with the Notice of Award for the funding source. This will help our office investigate why the funding source is not appearing.

Work Location

When listing the work location for a Postdoc Scholar on the appointment form, or for a Postdoc Associate in Talent Center, please list the location of where the postdoc will be working. We do not need the department's location as this may differ from the postdoc's on-site location. For any questions regarding this, please contact Kristen Chavis (kmc311@pitt.edu).

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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