

University of Pittsburgh Summer 2025

Faculty, Academic, and Research Associate Appointment Processing

SCHEDULE FOR SUMMER SESSION APPOINTMENTS

Session of Appointment:	Due to the HCM Data Team by:	NEW EMPLOYEE or EXISTING EMPLOYEE															
Teaching Sessions																	
3 Month Session & 12 Week Session		Action Submission Process															
3-Month Summer Session 05/07/2025- 8/12/2025 <u>Pay End Dates:</u> 05/31/2025, 06/30/2025, 07/31/2025	05/16/2025	New Employee: Complete through Talent Center. Existing Employee: Complete a Pitt Worx action by submitting an Individual Compensation Payment (ICP) or DocuSign. Subcode to be used on the May 2025– August 2025 online SPAR, available after 05/08/2025: Sub code for: <table> <tr> <td></td><td><u>Reg. Full Time</u></td><td><u>Reg. Part Time</u></td></tr> <tr> <td>Medical Faculty</td><td>5010</td><td>5060</td></tr> <tr> <td>Non-Medical Faculty</td><td>5110</td><td>5160</td></tr> <tr> <td>Research Associates</td><td>5200</td><td>5250</td></tr> <tr> <td>TAs, TFs, and GSA's</td><td>5610</td><td>-----</td></tr> </table>		<u>Reg. Full Time</u>	<u>Reg. Part Time</u>	Medical Faculty	5010	5060	Non-Medical Faculty	5110	5160	Research Associates	5200	5250	TAs, TFs, and GSA's	5610	-----
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12-WEEK Session 05/14/2025- 08/05/2025 <u>Pay End Dates:</u> 05/31/2025, 06/30/2025, 07/31/2025	05/16/2025	<table> <tr> <td>Medical Faculty</td><td>5010</td><td>5060</td></tr> <tr> <td>Non-Medical Faculty</td><td>5110</td><td>5160</td></tr> <tr> <td>Research Associates</td><td>5200</td><td>5250</td></tr> <tr> <td>TAs, TFs, and GSA's</td><td>5610</td><td>-----</td></tr> </table>	Medical Faculty	5010	5060	Non-Medical Faculty	5110	5160	Research Associates	5200	5250	TAs, TFs, and GSA's	5610	-----			
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4 Week Session		Action Submission Process															
4-WEEK-1 Session 05/14/2025 - 06/10/2025 <u>Pay End Date:</u> 05/31/2025	05/16/2025	New Employee: Complete through Talent Center. Existing Employee: Complete a Pitt Worx action by submitting an Individual Compensation Payment (ICP) or DocuSign. Subcode to be used on the May 2025 – August 2025 online SPAR, available on 05/08/2025: Sub code for: <table> <tr> <td></td><td><u>Reg. Full Time</u></td><td><u>Reg. Part Time</u></td></tr> <tr> <td>Medical Faculty</td><td>5011</td><td>5061</td></tr> <tr> <td>Non-Medical Faculty</td><td>5111</td><td>5161</td></tr> <tr> <td>Research Associates</td><td>5200</td><td>5250</td></tr> <tr> <td>TAs, TFs, and GSA's</td><td>5611</td><td>-----</td></tr> </table>		<u>Reg. Full Time</u>	<u>Reg. Part Time</u>	Medical Faculty	5011	5061	Non-Medical Faculty	5111	5161	Research Associates	5200	5250	TAs, TFs, and GSA's	5611	-----
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4-WEEK-2 Session 06/11/2025 - 07/08/2025 <u>Pay End Date:</u> 06/30/2025	06/13/2025	<table> <tr> <td>Medical Faculty</td><td>5011</td><td>5061</td></tr> <tr> <td>Non-Medical Faculty</td><td>5111</td><td>5161</td></tr> <tr> <td>Research Associates</td><td>5200</td><td>5250</td></tr> <tr> <td>TAs, TFs, and GSA's</td><td>5611</td><td>-----</td></tr> </table>	Medical Faculty	5011	5061	Non-Medical Faculty	5111	5161	Research Associates	5200	5250	TAs, TFs, and GSA's	5611	-----			
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4-WEEK-3 Session 07/09/2025 - 08/05/2025 <u>Pay End Date:</u> 07/31/2025	07/16/2025																
6 Week Session		Action Submission Process															
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The policy governing the maximum compensation for faculty teaching in the summer may be found online: [Policy AC 68.pdf](#)

Payroll Processing Calendars may be found online: <https://payroll.pitt.edu/calendars-resources/>

Submit all inquiries to: <https://www.hr.pitt.edu/contact-ohr>