



University of Pittsburgh Summer 2024

Faculty, Academic, and Research Associate Appointment Processing

SCHEDULE FOR SUMMER TERM and/or SESSION APPOINTMENTS

Term/Session of Appointment:	Earning Element To Be Used	DUE TO HRSS NO LATER THAN	NEW EMPLOYEE or EXISTING EMPLOYEE															
Summer Term and/or 12 Week Session			Action Submission Process															
Summer Term 05/13/2024 – 08/10/2024 and/or 12-WEEK Session 05/13/2024- 08/03/2024 Pay End Dates: 05/31/2024, 06/30/2024, 07/31/2024	Four Month Summer Term, Three Month Summer Term, Summer Term Extension Twelve Week Session	04/23/2024 04/23/2024	New Employee: Complete through Talent Center. Existing Employee: Complete a Pitt Worx action by submitting an Individual Compensation Payment. Subcode to be used on the May 2024– August 2024 online SPAR, available after 05/07/2024: Sub code for: <table><tr><td></td><td>Reg. Full Time</td><td>Reg. Part Time</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>		Reg. Full Time	Reg. Part Time	Medical Faculty	5010	5060	Non-Medical Faculty	5110	5160	Research Associates	5200	5250	TAs, TFs, and GSA's	5610	-----
	Reg. Full Time	Reg. Part Time																
Medical Faculty	5010	5060																
Non-Medical Faculty	5110	5160																
Research Associates	5200	5250																
TAs, TFs, and GSA's	5610	-----																
4 Week Sessions			Action Submission Process															
4-WEEK-1 Session 05/13/2024 - 06/08/2024 Pay End Date: 05/31/2024	Four Week Session	04/23/2024	New Employee: Complete through Talent Center. Existing Employee: Complete a Pitt Worx action by submitting an Individual Compensation Payment. Subcode to be used on the May 2024 – August 2024 online SPAR, available on 05/07/2024: Sub code for: <table><tr><td></td><td>Reg. Full Time</td><td>Reg. Part Time</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>		Reg. Full Time	Reg. Part Time	Medical Faculty	5011	5061	Non-Medical Faculty	5111	5161	Research Associates	5200	5250	TAs, TFs, and GSA's	5611	-----
	Reg. Full Time	Reg. Part Time																
Medical Faculty	5011	5061																
Non-Medical Faculty	5111	5161																
Research Associates	5200	5250																
TAs, TFs, and GSA's	5611	-----																
4-WEEK-2 Session 06/10/2024 - 07/06/2024 Pay End Date: 06/30/2024	Four Week Session	05/20/2024																
4-WEEK-3 Session 07/08/2024 - 08/03/2024 Pay End Date: 07/31/2024	Four Week Session	06/24/2024																
6 Week Sessions			Action Submission Process															
6-WEEK-1 Session 05/13/2024- 06/22/2024 Pay End Date: 05/31/2024 and 06/30/2024	Six Week Session	04/23/2024	New Employee: Complete through Talent Center. Existing Employee: Complete a Pitt Worx action by submitting an Individual Compensation Payment. Subcode to be used on the May 2024 – August 2024 online SPAR, available on 05/07/2024: Sub code for: <table><tr><td></td><td>Reg. Full Time</td><td>Reg. Part Time</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>		Reg. Full Time	Reg. Part Time	Medical Faculty	5011	5061	Non-Medical Faculty	5111	5161	Research Associates	5200	5250	TAs, TFs, and GSA's	5611	-----
	Reg. Full Time	Reg. Part Time																
Medical Faculty	5011	5061																
Non-Medical Faculty	5111	5161																
Research Associates	5200	5250																
TAs, TFs, and GSA's	5611	-----																
6-WEEK-2 Session 06/24/2024 - 08/03/2024 Pay End Dates: 06/30/2024 and 07/31/2024	Six Week Session	06/10/2024																

The policy governing the maximum compensation for faculty teaching in the summer may be found online:

https://www.policy.pitt.edu/sites/default/files/Policies/Academic/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>