

INCREASE IN EFFORT FROM PART TIME TO FULL TIME – PLACING BACK IN PREVIOUS POSITION NUMBER

(This action is only for faculty who were originally full time, dropped to part-time, and moving back to full time)

A fully approved faculty comp change form (FCCF) is needed for this action showing the increase in the faculty member's effort and changing to full time status. Please follow these steps to process once the FCCF is fully approved.

Submit a ticket to hrss@pitt.edu attaching the approved FCCF, position number the faculty member was in, and effective date of action.

- a. CC – Sandi Honick, Diane Huchber, Chris Hafera
- b. HCM Solutions data team will add the position number to the Pitt Worx record and email the department back stating the adjustment has been made.
- c. The action can now be processed in Pitt Worx – **it is the departments responsibility to update the faculty contract salary and annual salary.**

HOW TO SUBMIT THE PITT WORX ACTION:

My Client Groups

Show More

Change Assignment

Search for employee record

Action Details - When and Why

When does the assignment change start: effective start date of change

What's the way to change the assignment: Appointment/Reappointment (with salary change)

Why are you changing the assignment: Reappointment and/or assignment update (without a position)

Continue

Assignment Section – No changes should be needed – record should have position number, full time, and 1 FTE

Continue

Additional Assignment information

End date current faculty details record

ADD new faculty details record, copying everything over only updating faculty contract salary to new amount

Continue

Salary

Enter new Salary Amount (USD Monthly), the Adjustment Percentage and Annual Salary will automatically calculate

Continue

Include required attachments

Submit

REQUIRED ATTACHMENTS NEEDED

1. Fully approved and signed FCCF/offer letter
2. Any other documents stating faculty member is going back to full time
3. Current CV