

Appointment Form Data-Entry Instructions School of Medicine Academic Visitors

Line-by-line instructions for completing a **School of Medicine** Academic Visitor appointment form are provided below. A fill-in version of the appointment form is available through University Business Forms at my.pitt.edu. (Log into my.pitt.edu, search for University Business Forms, and select Forms Library. The appointment form appears on the list.)

Demographics

Line 01

- Name – Enter the Visitor’s name in the format: last, first, middle initial, and suffix (if applicable). The name entered must be identical to the name shown on the Visitor’s social security card (domestic Visitor) or passport (international Visitor).
- Gender – Enter the Visitor’s gender.
- Social Security Number – Enter the Visitor’s social security number. The number must match the number shown on the Visitor’s social security card. Leave Blank if the Visitor does not possess a social security number (e.g., an international Visitor).
- Date First Hired – Enter the Visitor’s original University of Pittsburgh assignment start date.
- Latest Start Date – Enter the start date of the Visitor’s current period of assignment.
- Birth Date – Enter the Visitor’s date of birth.

Line 02

- Marital Status – Enter the Visitor’s marital status (only if known). Enter “M” for married and “S” for single.
- Disability Type – **Leave Blank.**
- Ethnic Origin – Use the drop-down arrow on the online form and select the appropriate category.
- Nationality/Citizenship – Use the drop-down arrow on the online form and select the appropriate category.
- I-9 Status – Enter “No”.
- I-9 Expiration Date – Enter the Visitor’s I-9 expiration date (only applies to non-immigrants and lawful permanent residents).
- Visa Type – **Leave Blank.**
- Visa Number – **Leave Blank.**

Line 03

- Education – Use the drop-down arrow on the online form and select the appropriate category.
- Institution – Enter the name of the institution from which the Visitor received his/her highest level degree (from previous response in Line 3).
- CIP/Expertise – **Leave Blank.**

- Veteran Status – Use the drop-down arrow on the online form and select the appropriate category.
- Union Information Bargaining Unit – **Leave Blank.**
- Date Entered Union – **Leave Blank.**

Address

Line 04

- Street – Enter the Visitor’s U.S. street address (and apartment number, if applicable).
- City – Enter the Visitor’s U.S. city.
- State – Enter the Visitor’s two-letter state abbreviation.
- Zip Code – Enter the Visitor’s five-digit zip code.

Note: The Visitor’s address must match the address provided by the Visitor on the Residency Certification Form.

Line 05

- Home Telephone – Enter Visitor’s home or cell telephone number (include area code).
- University Telephone – Enter the Visitor’s University of Pittsburgh telephone number (include area code).

Assignment Details

Line 06

- Job (Type, Family, Classification) – Enter “Non-Employee.Visitor.Visitor” for non-student Visitors and “Non-Employee.Visitor.Graduate Student” for graduate student Visitors.
- Position (Department Code) – **Leave Blank.**

Line 07

- Organization (Department Name) – Available at <https://prism.pitt.edu/hr-glossary/>. Scroll down and click on “Organization” and then determine the Visitor’s University of Pittsburgh department name from the available choices.
- Location (Building Abbreviation, Room Number) – Available at <https://prism.pitt.edu/hr-glossary/>. Scroll down and click on “Location” and then determine the Visitor’s University of Pittsburgh campus address from the available choices.
- Pay Year Type – Use the drop-down arrow on the online form and select “12/12 – Annual”.
- Campus – Use the drop-down arrow on the online form and select “Pittsburgh”.
- UPP – **Leave Blank.**
- UPP2 – **Leave Blank.**
- UDHS – **Leave Blank.**

Line 08

- Assignment Effective Date – Enter the start date of the Visitor’s current period of

assignment.

- Assignment Category – Use the drop-down arrow on the online form and select “Volunteer”.
- Payroll – Use the drop-down arrow on the online form and select “M – Pitt Monthly”.
- Percent of Effort – Enter “100%” for full time or percent of effort (e.g., 53%) for less than full time.
- CDC Code – Available at <https://payroll.pitt.edu/administrator-contact-lists/>. Scroll down and click on “View Departmental Contact List” and then determine the Visitor’s CDC code by department.
- Staff Work Months – **Leave Blank.**

Line 09

- Assignment Status – Enter “Volunteer (Unpaid)”.
- Leave Type – **Leave Blank.**

Additional Job Information

Line 10

- **Leave Blank.**

Salary Information (Wage)

Line 11

- Salary Effective Date – Enter the start date of the Visitor’s current period of assignment (should be the same date as in Line 1 and Line 8).
- Salary/Hourly Rate – Enter “0”.
- Annual Salary – Enter “0”.
- Reason – Use the drop-down arrow on the online form and select “New Hire”.
- Earning Element Name – **Leave Blank.**

Line 12

- **Leave Blank.**

Line 13

- **Leave Blank.**

End Employment

Line 14

- **Leave Blank.**

Costing Information

Line 15

- **Leave Blank.**

Faculty Details

Line 16

- Faculty Contract Begin Date – Enter the start date of the Visitor’s current period of assignment.
- Faculty Contract End Date – Enter the end date of the Visitor’s current period of assignment.
- Faculty Contract Salary – Enter “0”.
- Tenure Status – Enter “NTS”.
- Date Entered Tenure Stream – **Leave Blank.**
- Tenure Stream Transfer – **Leave Blank.**
- Date Left Tenure Stream – **Leave Blank.**

Line 17

- Date Return to Tenure Stream – **Leave Blank.**
- Date Awarded Tenure – **Leave Blank.**
- Member Graduate Faculty – Enter “N”.
- Joint Appointment – Enter “N”.
- English Language Fluency – Enter “Yes” or “No,” according to the Visitor’s classification on the English Language Fluency Form.
- Faculty Emeritus – Enter “N”.