

Scenario #	Category	Scenario	Requires a Posting?	Requires Onboarding?	Positions?	System Used to Process Transaction	High Level Process Details	Resource/Quides	Other Notes
1	Transfer	Transfer from Academic to Full time Faculty	Yes	No	Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
2	Transfer	Transfer from Academic to Full time Faculty Visiting	Yes	No	No	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
3	Transfer	Transfer from Academic to Part time Faculty	Yes	No	No	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
4	Transfer	Transfer from Academic to Postdoctoral Associate	Yes	No	No	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
5	Transfer	Transfer from Academic to Postdoctoral Scholar	No	No	No	Pitt Worx	<ol style="list-style-type: none"> <li>1. The department must submit the update using the Appointment/Reappointment (With Salary Change) employee action.</li> <li>2. The department must submit the ICP after the appointment/reappointment is approved. Should not be submitted on the same day.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor</a>	
6	Transfer	Transfer from Volunteer (Paid) to Postdoctoral Associate	Yes	No	No	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	Includes Faculty Visiting Scholars
7	Transfer	Transfer from Volunteer (Paid) to Postdoctoral Scholar	No	No	No	Pitt Worx	<ol style="list-style-type: none"> <li>1. The department must submit the update using the Appointment/Reappointment (With Salary Change) employee action.</li> <li>2. The department must submit the ICP after the appointment/reappointment is approved. Should not be submitted on the same day.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor</a>	Includes Faculty Visiting Scholars
8	Transfer	Transfer from Volunteer (Unpaid) to Postdoctoral Associate	Yes	Yes	No	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer and complete their onboarding documents.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	Includes Faculty Visiting Scholars
9	Transfer	Transfer from Volunteer (Paid) to Faculty Full or Part time paid	Yes	No	No/Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	Includes Faculty Visiting Scholars

10	Transfer	Transfer from Volunteer (Unpaid) to Faculty Full or Part time paid	Yes	Yes	No/Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer and complete their onboarding documents.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	UPP to Dually employeed - can this be an exception? Includes Faculty Visiting Scholars
11	Transfer	Transfer from Volunteer (Unpaid) to Postdoctoral Scholar	No	Yes	No	Appointment Form and Talent Center	<ol style="list-style-type: none"> <li>1. The department must submit the appointment form through their existing department/school approval process.</li> <li>2. Once received by Faculty Records they will create the candidate on the generic academic requisition in Talent Center.</li> <li>3. Faculty Records will then disposition the candidate and create the offer.</li> <li>4. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>5. Candidate will accept offer and complete their onboarding documents.</li> </ol>		Includes Faculty Visiting Scholars
12	Transfer	Transfer from Volunteer (Unpaid) to Volunteer (Paid)	No	Yes	No	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and they will add a note to OEDI that this is a volunteer (unpaid) to volunteer (paid) transfer and does not need posted.</li> <li>2. OEDI will approve but not post the requisition in Talent Center.</li> <li>3. The department will create the candidate and disposition.</li> <li>4. The department will complete the offer and submit for approval.</li> <li>5. Eoffer will be extended within Talent Center by Faculty Records to the candidate.</li> <li>6. Candidate will accept offer and complete their onboarding documents.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
13	Transfer	Transfer from Postdoctoral Associate to Postdoctoral Scholar	No	No	No	Pitt Worx	<ol style="list-style-type: none"> <li>1. The department must submit the update using the Appointment/Reappointment (With Salary Change) employee action.</li> <li>2. The department must submit the ICP after the appointment/reappointment is approved. Should not be submitted on the same day.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor</a>	The original hire into PDA should have been posted.
14	Transfer	Transfer from Postdoctoral Scholar to Postdoctoral Associate - same role	No	No	No	Pitt Worx	<ol style="list-style-type: none"> <li>1. The department must submit the update using the Appointment/Reappointment (With Salary Change) employee action.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor</a>	Internal Transfer that does not need to be posted if it's just a funding change
15	Transfer	Transfer from Postdoctoral Scholar to Postdoctoral Associate - different role	Yes	No	No	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
16	Transfer	Transfer from Faculty Appointment stream to Faculty TS/T	Yes	No	Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
17	Transfer	Transfer from Part time Faculty to Full time Visiting	No	No	No	Pitt Worx	<ol style="list-style-type: none"> <li>1. The department must submit the update using the Appointment/Reappointment (With Salary Change) employee action.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor</a>	
18	Transfer	Transfer from Part time Faculty to Full time Faculty	Yes	No	Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
19	Transfer	Transfer from Full time Faculty to Part time Faculty for a limited time, staying in same Job (exception). Keeps position number.	No	No	Yes	Pitt Worx	<ol style="list-style-type: none"> <li>1. The department must submit the update using the Request a Position Change employee action.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor</a>	Typically in the SOM

20	Transfer	Transfer from Postdoctoral Associate or Postdoctoral Scholar to Faculty	Yes	No	No/Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
21	Transfer	Transfer from Research Associate to Faculty	Yes	No	Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
22	Transfer	Transfer from Staff to Full time Faculty	Yes	No	Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
23	Transfer	An existing staff employee that is also teaching leaves their staff assignment but will continue teaching their part time faculty assignment (very rare)	No	No	Yes	Perceptive Content/Box/Etc.	<ol style="list-style-type: none"> <li>1. Complete an ER and submit a dossier to Faculty Records to centrally enter in Pitt Worx.</li> </ol>		Typically happens when a Staff is teaching a course in addition to the staff assignment and they then leave their staff assignment.
24	Transfer	Transfer from Visiting to Full time Faculty	Yes	No	Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
25	Transfer	Transfer from Visiting to Part time Faculty	No	No	No	Pitt Worx	<ol style="list-style-type: none"> <li>1. The department must submit the update using the Appointment/Reappointment (With Salary Change) employee action.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor</a>	
26	Transfer	Transfer from Student to Academic or Certificate	No	No	No	Pitt Worx	<ol style="list-style-type: none"> <li>1. The department must submit a help ticket to HR.</li> <li>2. HR will route the ticket to Faculty Records to update the Job and Payroll Relationship of the employee.</li> <li>3. The department must submit the update using the Appointment/Reappointment (With Salary Change) employee action to update the salary and salary basis.</li> <li>4. If paid on an element, the department must submit the ICP after the appointment/reappointment is approved. Should not be submitted on the same day.</li> </ol>	<a href="https://www.hr.pitt.edu/contact-ohr">https://www.hr.pitt.edu/contact-ohr</a> <a href="https://pitt.sharepoint.com/s">https://pitt.sharepoint.com/s</a>	Typically happens for the fall.
27	Transfer	Transfer from Academic or Certificate to Student	No	No	No	Pitt Worx	<ol style="list-style-type: none"> <li>1. The department must submit a help ticket to HR.</li> <li>2. HR will reach out to gather additional details and enter centrally into Pitt Worx.</li> </ol>		Typically happens for the summer.
28	Transfer	Faculty job was originally posted as permanent position and then employee was hired temporarily as visiting. They are now transitioning to their permanent position.	No	No	Yes	Perceptive Content/Box/Etc.	<ol style="list-style-type: none"> <li>1. The department must submit the dossier to Faculty Records.</li> <li>2. Faculty Records reviews/approves and sends to the Provost for approval.</li> <li>3. Once approved, Faculty Records enters into Pitt Worx.</li> </ol>		
29	Transfer	Faculty moving to different department or school and keeping their position number - no changes in job or tenure status	No	No	Yes	Pitt Worx	<ol style="list-style-type: none"> <li>1. The current department must submit the update using the Request a Position Change employee action.</li> <li>2. The new department must submit the new contract and salary using the Appointment/Reappointment (With Salary Change) employee action.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor</a>	
30	Transfer	Faculty moving to different department or school and relinquish their position number- no changes in job or tenure status	Yes	No	Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	

31	New Hire/ Rehire	New Hire or Rehire a Volunteer (Paid) (very rare)	No	Yes	No	Appointment Form and Talent Center	<ol style="list-style-type: none"> <li>1. The department must submit the appointment form through their existing department/school approval process.</li> <li>2. Once received by Faculty Records they will create the requisition and candidate in Talent Center.</li> <li>3. Faculty Records will then disposition the candidate and create the offer.</li> <li>4. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>5. Candidate will accept offer and complete their onboarding documents.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Ne">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Ne</a>	Includes Faculty Visiting Scholars
32	New Hire/ Rehire	New Hire or Rehire a Volunteer (Unpaid)	No	No	No	Appointment Form	<ol style="list-style-type: none"> <li>1. The department must submit the appointment form through their existing department/school approval process.</li> <li>2. Once received by Faculty Records it will be entered into Pitt Worx.</li> </ol>		Includes Faculty Visiting Scholars
33	New Hire/ Rehire	New Hire or Rehire a Part time or Full time Faculty or Research Associate	Yes	Yes	No/Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer and complete their onboarding documents.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
34	New Hire/ Rehire	New Hire or Rehire an Academic	No	Yes	No	Appointment Form and Talent Center	<ol style="list-style-type: none"> <li>1. The department must submit the appointment form through their existing department/school approval process.</li> <li>2. Once received by Faculty Records they will create the candidate on the generic academic requisition in Talent Center.</li> <li>3. Faculty Records will then disposition the candidate and create the offer.</li> <li>4. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>5. Candidate will accept offer and complete their onboarding documents.</li> </ol>		
35	New Hire/ Rehire	New Hire or Rehire a Postdoctoral Associate	Yes	Yes	No	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer and complete their onboarding documents.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	
36	New Hire/ Rehire	New Hire or Rehire a Postdoctoral Scholar	No	Yes	No	Appointment Form and Talent Center	<ol style="list-style-type: none"> <li>1. The department must submit the appointment form through their existing department/school approval process.</li> <li>2. Once received by Faculty Records they will create the candidate on the generic academic requisition in Talent Center.</li> <li>3. Faculty Records will then disposition the candidate and create the offer.</li> <li>4. Eoffer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>5. Candidate will accept offer and complete their onboarding documents.</li> </ol>		
37	New Hire/ Rehire	Rehire a Part time faculty that is returning within an academic year in the same role	No	Yes	No	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and they will add a note to OEDI that this is a returning part-time faculty member, terminated in the same academic year and does not need posted.</li> <li>2. OEDI will approve but not post the requisition in Talent Center.</li> <li>3. The department will create the candidate and disposition.</li> <li>4. The department will complete the offer and submit for approval.</li> <li>5. Eoffer will be extended within Talent Center by Faculty Records to the candidate.</li> <li>6. Candidate will accept offer and complete their onboarding documents.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>	

38	New Hire/ Rehire	Faculty retiree is terminated and brought back into a Part time temporary appointment	No	Yes	No	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and they will add a note to OEDI that this is retired faculty member returning as a part-time temporary faculty member in the same role.</li> <li>2. OEDI will approve but not post the requisition in Talent Center.</li> <li>3. The department will create the candidate and disposition.</li> <li>4. The department will complete the offer and submit for approval.</li> <li>5. Offer will be extended within Talent Center by Faculty Records to the candidate.</li> <li>6. Candidate will accept offer and complete their onboarding documents.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>
39	Promotion	Job changes and tenure changes but position doesn't change	No	No	Yes	Pitt Worx	<ol style="list-style-type: none"> <li>1. The department must submit the update using the Request a Position Change employee action.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor</a> Example: Faculty.Professor.Assistant to Faculty.Professor.Associate
40	Promotion	Research prefix - add or drop - stays in Appointment stream - stays in same position (Research Assistant Professor to Assistant Professor) - HS	No	No	Yes	Pitt Worx	<ol style="list-style-type: none"> <li>1. The department must submit the update using the Request a Position Change employee action.</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Cor</a>
41	Promotion	Research prefix - add or drop - stays in Appointment stream - stays in same position (Research Assistant Professor to Assistant Professor) - Non HS	Yes	No	Yes	Talent Center	<ol style="list-style-type: none"> <li>1. Requisition must be submitted by the department within Talent Center and posted for a minimum of 5 days.</li> <li>2. Candidates should apply in Talent Center and the department would complete the offer and submit for approval.</li> <li>3. Offer will be extended within Talent Center by Faculty Records to the chosen candidate.</li> <li>4. Candidate will accept offer (no onboarding needed).</li> </ol>	<a href="https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri">https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Hiri</a>