Appointment Form Data-Entry Instructions
Non-School of Medicine Academic Visitors

Line-by-line instructions for completing a **non-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 – **Leave Blank.**
- Disability Type – **Leave Blank.**
- Ethnic Origin – **Leave Blank.**
- Nationality/Citizenship – **Leave Blank.**
- I-9 Status – Enter "No".
- I-9 Expiration Date – **Leave Blank.**
- Visa Type – **Leave Blank.**
- Visa Number – **Leave Blank.**

Line 03

- **Leave Blank**.

Address

Line 04

- Steet – 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.

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 the Visitor's University of Pittsburgh campus.
- 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 – **Leave Blank**.
- Percent of Effort – **Leave Blank**.
- CDC Code – **Leave Blank**.
- Staff Work Months – **Leave Blank**.

Line 09

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

Additional Job Information/Salary Information/End Employment/Costing Information

Lines 10 – 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 – **Leave Blank.**
- Tenure Status – **Leave Blank.**
- Date Entered Tenure Stream – **Leave Blank.**
- Tenure Stream Transfer – **Leave Blank.**
- Date Left Tenure Stream – **Leave Blank.**

Line 17

- **Leave Blank**.