FAQ – PRISM TRKS Timecards (ALL TEMPS, Staff/Regional Temporary Employees & Student Workers)

1. **What is PRISM TRKS?**
   PRISM TRKS is the University of Pittsburgh's online **T**ime **R**ecord **K**eeping **S**ystem for full-time and part-time regular classified staff (salaried and hourly, exempt and non-exempt), Federal Work Study Students, Student Workers, and All Temps, Staff/Regional temporary employees.

2. **What are some of the benefits of using the PRISM TRKS system?**
   - Provides immediate access to submit and approve time worked from any computer or from most devices with internet access.
   - Reduces calculation errors since time will be electronically recorded and transmitted.
   - Supervisors - Allows time to be approved on a current basis.
   - Employees – Allows time worked to be recorded on a current basis. Overtime is calculated by the system and required by law to be calculated on a weekly basis for all non-exempt employees.

3. **Who is required to use the PRISM TRKS system?**
   All employees who are identified as classified staff – full-time or part-time regular, Federal Work Study Students, Student Workers, All Temps, Staff/Regional temporary employees – will be required to submit timecards <u>weekly</u> using PRISM TRKS.

4. **Who enters the on-line timecards and who approves them?**
   Each employee using PRISM TRKS must complete and submit their own weekly timecard to be approved by their supervisor by noon each Monday. Supervisors will receive electronic notifications and will approve timecards online. Hours must be submitted each week for the hours worked in that week. Hours for multiple weeks must not be combined into one weekly timecard.

5. **Are there circumstances when I am not required to submit a PRISM TRKS timecard?**
   Yes. If an All-Temps, Staff/Regional temporary employee, Federal Work Study Student or Student Worker did not work during the week, a timecard will not be required.

6. **If my supervisor is not available to approve my timecard, can someone else within the department be given this responsibility within PRISM TRKS?**
   Yes, the supervisor can designate another employee to review and approve the timecards of those employees that he/she is responsible for supervising.

7. **How do I record overtime hours?**
   All hours should be recorded as "Hours Worked". Hours worked over 40 in one week will be calculated automatically and paid as overtime by the system.

8. **Will my supervisor receive an email when I submit my timecard in PRISM TRKS?**
   Yes, a system generated e-mail will be sent to your supervisor's Pitt e-mail account when a timecard is submitted for approval.

9. **Is the on-line PRISM TRKS system compatible with a MAC OS X?**
   Yes.

10. **How do I revise a timecard that I have already submitted?**
    a. From the PRISM home page, click on the "PRISM TRKS Time" responsibility.
    b. Then click on the "Time Record Information" link.
    c. Next click the "Time Entry" link.
    d. Locate the timecard you wish to edit.
    e. Click on the pencil icon at the far right side of the screen within the "Revise Timecard" column.
    f. Revise the timecard.

g. Once you complete the edits, enter a message to the approver explaining why the timecard has been revised.

h. Click on the "Continue" button.

i. Review the changes and then click the "Submit – I Certify that This Timecard is Accurate and Complete" button.

j. The timecard will then be submitted to your supervisor for approval.

If you are unable to revise a timecard within PRISM TRKS, contact your supervisor for further instructions.

11. **Can I access PRISM TRKS remotely if I am not at my University computer?**
Yes. As long as the computer you are using has an internet connection you can enter timecards remotely through the University portal at www.my.pitt.edu.

12. **Who can create a timecard on my behalf in the event I am absent and cannot complete it myself?**
If you are absent your direct supervisor can complete and submit a timecard on your behalf.

13. **What if I have multiple supervisors, account numbers and/or pay rates? How will I submit my timecard?**
A separate "task" should have been established for those with multiple supervisors, account numbers and/or pay rates. You will have the ability to select from a list of "tasks" when submitting your timecard.

14. **Why are timecards submitted weekly?**
The following are some of the more critical reasons why timecards need to be submitted and approved weekly:
- Overtime hours are required by law to be calculated on a weekly basis for all non-exempt employees.
- Federal/State laws require that overtime for non-exempt employees must be paid out in a timely manner.
- Payment is solely determined by the PRISM TRKS timecard for All Temps, Staff/Regional temporary employees, Federal Work Study and Student Workers who are paid on a biweekly schedule. These employees are paid on an hour worked/hour paid basis, and will only receive pay for the number of hours entered and approved in the PRISM TRKS system.

15. **What is the deadline for timecards to be submitted and approved?**
All timecards must be submitted and approved each week before noon on Monday. This deadline may be adjusted for Holidays or other University closings. Deadline changes will be posted on PRISM Homepage.

16. **What happens if my timecard is not submitted or not approved by my supervisor before noon on Monday?**
If your timecard is not submitted and approved before the noon deadline on Monday, your hours worked that week may not be included in the next pay. However, they will pay automatically in the following biweekly pay period provided the timecard is approved.

17. **What if I don't own a computer?**
Speak with your current supervisor regarding computer access within your assigned department. Computers are also available in the Office of Human Resources and Payroll department in Craig Hall. You can also go to your local library for computer access.

18. **What if my supervisor has always completed my timecard?**
Speak with your current supervisor regarding the PRISM TRKS submission process for your assigned department.