

Changing the Supervisor of a Direct Report

1. Click on the “PRISM TRKS Supervisor” responsibility.
2. Click on the “Change Manager” link.
3. Locate the employee you wish to reassign and replace your name with the new supervisor’s name.
4. Verify the “Effective Transfer Date.”
5. Click on the “Next” button.
6. Review the summary of changes and then click the “Submit” button.

Designating an Alternate/Backup Approver

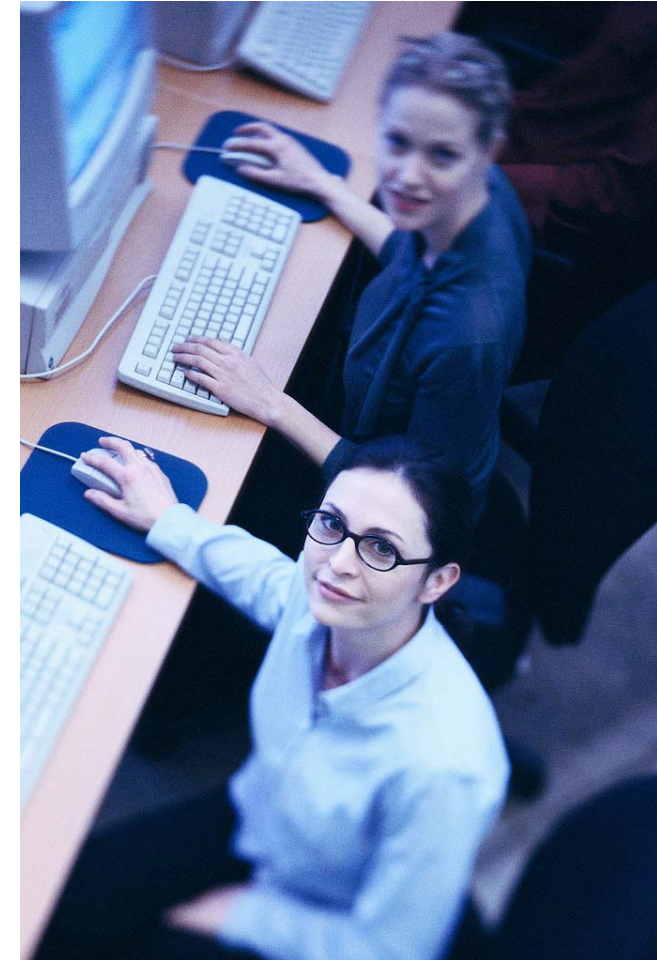
Note: You must approve at least one timecard before having the ability to designate an alternate approver. If you have both students and staff/temporary workers, you can designate an alternate for all timecards, or you can create different alternate/backup approvers for each group by creating a rule for each. Please note that creating an alternate/backup approver for staff/temporary workers includes all timecards in that group. It is not possible to create an alternate just for staff or just for temporary workers.

1. From the PRISM Homepage, click the “Worklist Access” link.
2. Click on “Grant Worklist Access.”
3. Type the last name of the person who will be the alternate approver in the field to the right of the “All Employees and Users” field.
4. Select the appropriate person from the list that appears.
5. Select the “Selected Item Types” radio button.
6. Choose “PTE Timecards” to include student timecards in the rule and/or choose “OTL Workflows for Employees” to include staff/temporary worker timecards in the rule.
7. After highlighting an Item Type, click on the “Move” arrow to move it to the “Selected Items Type” block.
8. Click on the “Apply” button.

Designating an Assigned Approver

Note: You must approve at least one timecard before having the ability to designate an assigned approver. If you have both students and staff/temporary workers, you can designate an assigned approver for all timecards but you should make a rule for each group. Using the “All” feature is not recommended as this includes all notifications including those for expense report or purchasing approval. Or you can create different assigned approvers for each group. Please note that creating an assigned approver for staff/temporary workers includes all timecards in that group. It is not possible to create an assigned approver just for staff or just for temporary workers.

1. From the PRISM Homepage, click the “Vacation Rules” link.
2. Click on the “Create Rule” button.
3. Select either “PTE Timecards” or “OTL Workflows for Employees” from the drop-down menu and click “Next.”
4. Enter a % symbol in the text field and click the magnifying glass icon.
5. If “OTL Workflows for Employees” was selected in Step 1, then “Inline Timecard Approval” will default into the “Notification” field. If “PTE Timecards” was selected, then “Timecard Approval Message” will default.
6. Click “Next.”
7. Adjust the Start Date using the calendar icon if needed and leave the End Date blank.
8. Type the last name of the person in the field to the right of the “All Employees and Users” field.
9. Select the appropriate person from the list that appears.
10. Click on the “Apply” button.



PRISM TRKS QUICK GUIDE

Supervisor Guide
For Student & Temporary Workers

Office of Human Resources



University of Pittsburgh

Office of Human Resources

General Information

- All time worked must be submitted via the online PRISM TRKS system
- The University work week runs Sunday to Saturday
- Employees must record hours worked for each day
- Timecards must be both submitted and approved by noon on Mondays unless otherwise announced

Logging in at My Pitt and Navigating to PRISM

1. Navigate to the University portal, my.pitt.edu.
2. Enter your University Computing Account username and password.
3. Click on the “Login” button.
4. Click on the “PRISM Login” link.

Approving or Rejecting a Timecard from the Worklist

1. Locate the notification for the timecard you wish to review in the **Worklist** section of the homepage and click on it.
2. Review the hours submitted.
3. If the hours are accurate, click on the “Approve” button. If the hours are incorrect, enter a message to the employee indicating the reason. Then, click the “Reject” button.

Mass Timecard Approval

1. Click on the “PRISM TRKS Supervisor” responsibility.
2. Select either “Mass Timecard Approvals” for Temporary Workers or “PTE Timecard Mass Approval” link for student timecards.
3. Review the details of each timecard.
4. Each timecard has three options in the Action field:
 - Approve: forwards for processing in the next payroll
 - Skip: leaves the timecard in “Submitted” status for later action
 - Reject: Returns timecard to employee
5. Select the appropriate action for each timecard and then click on the “Continue” button.
6. Review the summary screen for accuracy and click the “Submit” button.

Temporary Employee Account Management (TEAM) Form

1. Click on the “PRISM TRKS Supervisor” responsibility.
2. Click on the “Non-Exempt/Exempt Account Distribution” link.
3. Click on the employee’s name.
4. Click on “Edit” button across from account to be changed.
5. Enter a date in the “End Date” field. This is the day before the effective date of the new account.
6. Click on “Add Row” button.
7. Enter the effective date of the new account in the “Start Date” field. This should be the day after the date entered in “End Date” field.
8. Enter the account number in fields provided (Entity, Dept, etc.).
9. Click “Apply” button.
10. Confirm data has been saved.
11. Click on “Back” button to return to Employee Accounts form or click on “Home” or “Logout” links.
12. If a required Task is not displayed on the TEAM, please refer contact Human Resources at 412-624-7000, Option 3.



Contact Us

PRISM TRKS Support
trks@pitt.edu

412-383-TIME (8463)

100 Craig Hall, 200 S. Craig Street