

## General Information

- All time worked must be submitted via the online PRISM TRKS system
- Students must record hours worked for each day:
  - Hours worked must be reported each week that it is worked.
  - Hours worked from multiple weeks may not be combined into one time-card
- The University work week runs Sunday to Saturday
- Timecards must be both submitted and approved by noon on Mondays unless otherwise announced
- Students are paid biweekly
- Students should not work more than 20 hours per week\*
- Timecards may be entered or revised for up to 45 days

*\*Students may work up to 37.5 hours per week during the summer and winter recess breaks*



**Welcome to  
PRISM TRKS**



**University of Pittsburgh**

*Office of Human Resources*

*Student Employment*

# **PRISM TRKS QUICK GUIDE**

**Student Guide**

Office of Human Resources



## 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.

## Creating and Submitting a Timecard

1. Click on the “PRISM TRKS Time” responsibility.
2. Click on the “Time Record Information” link.
3. Click on the “Time Entry” link.
4. Click on the “Create Timecard” button.
5. Select the appropriate timecard period from the “Period” drop-down menu.
6. Enter the hours worked for each task into the appropriate day. *Note: If more than one task is authorized, the timecard will contain a row for each task.*

7. Click on the “Save and Continue” button.
8. Review the hours entered and click on the “Submit—I certify That This Timecard Is Accurate and Complete” button.
9. Confirm the timecard has been submitted successfully and then click on the “Logout” link.

## Editing and Submitting an Existing Timecard

1. Click on the “PRISM TRKS Time” responsibility.
2. Click on the “Time Record Information” link.
3. Click on the “Time Entry” link.
4. Locate the timecard that you wish to edit and click on the Pencil icon within the “Revise Timecard” column.
5. Update the timecard. *Note: To completely remove hours from a day, replace the hours entered with a zero – do not delete the entry. Click on Pencil icon in the “Comments” column to enter a note for the approver explaining how/why the timecard is being revised.*
6. Click on the “Save and Continue” button.
7. Review the hours entered and click on the “Submit—I Certify That This Timecard is Accurate and Complete” button.
8. Confirm the timecard has been submitted successfully and then click on the “Logout” link.



## Viewing Your Pay Statements

1. Click on the “PHR Employee Self Service” responsibility.
2. Click on the “Pay Statement” Link.
3. Select the appropriate pay statement period from the drop-down menu.

## Contact Us

**HR Customer Service**  
HRCustomerSupport@pitt.edu

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