

## General Information

- All time worked must be submitted via the online PRISM TRKS system
- Employees must record hours worked for each day
  - Hours worked must be reported each week that it is worked
  - Hours 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
- Hours are paid biweekly
- Timecards may be entered or revised for up to 25 days

**Welcome to  
PRISM TRKS**



University of Pittsburgh

*Office of Human Resources*



**PRISM TRKS  
QUICK GUIDE**  
Temporary Worker 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 for a Regular Week

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. Select the appropriate Task Name from the drop-down menu in the ‘Task Name & Supervisor’ field. Contact your supervisor if the drop-down list doesn’t contain any data.

7. Select ‘Hours Worked’ from the drop-down menu in the ‘Hours Type’ field.
8. Enter the hours worked for each task into the appropriate day. *Note: If work was done on more than 1 task during the week, create a row for each task and enter the hours accordingly.*
9. Click on the “Continue” button.
10. Review the hours entered and click on the “Submit—I certify That This Timecard Is Accurate and Complete” button.
11. 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 Entry” link.
3. Click on the “Time Record Information” link.
4. Locate the timecard that you wish to edit and click on the pencil 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.*
6. Click on the “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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