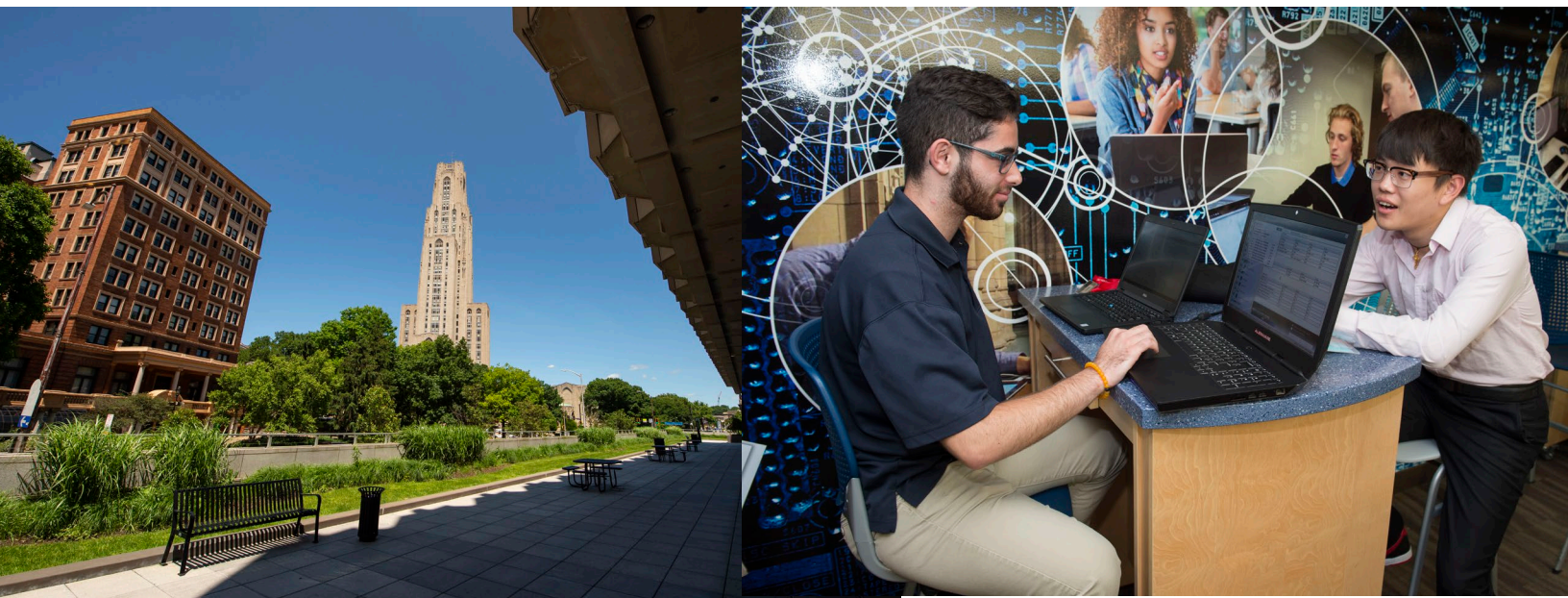


PRISM TRKS Quick Guide

Employee Guide

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General Information and Logging In

General Information about Timecards

- Employees 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 combined into one timecard
- The University work week runs Sunday to Saturday
- Timecards must be both submitted and approved by noon on Mondays, unless otherwise announced

Logging in to my.pitt.edu and Navigating to PRISM

1. Navigate to my.pitt.edu
2. Enter your University username and password to login via single sign-on
3. Once logged in, select **PRISM** from the right-side list on the homepage

Managing Timecards

Creating and Submitting a Timecard for a Regular Week

1. Select the **PRISM TRKS Time** drop-down from the Main Menu section of the homepage
2. Select **Time Record Information** and then select **Time Entry**
3. Select the **Create Timecard** button
4. Select the appropriate timecard period from the “Period” drop-down menu
5. If the hours are not already populated, select **Hours Worked** from the drop-down menu in the “Hours Type” field and enter your hours worked into the appropriate days
6. Select the **Continue** button
7. Review the hours entered and select the **Submit—I certify that this timecard is accurate and complete** button
8. Confirm that the timecard has been submitted successfully, then select **Logout** to exit

Editing and Submitting an Existing Timecard

1. Select the **PRISM TRKS Time** drop-down from the Main Menu section of the homepage
2. Select **Time Record Information** and then select **Time Entry**
3. Locate the timecard that you wish to edit and select the **Pencil** icon in the “Revise Timecard” column
4. Update the timecard
5. Select the **Continue** button
6. Review the hours entered and select the **Submit—I certify that this timecard is accurate and complete** button
7. Confirm that the timecard has been submitted successfully, then select **Logout** to exit

Creating and Submitting a Timecard with Time Off

1. Select the **PRISM TRKS Time** drop-down from the Main Menu section of the homepage
2. Select **Time Record Information** and then select **Time Entry**
3. Select the **Create Timecard** button
4. Select the appropriate timecard period from the “Period” drop-down menu
5. If the hours are not already populated, select **Hours Worked** from the drop-down menu in the “Hours Type” field and enter your hours worked into the appropriate days
6. In the next “Hours Type” field, select one of the applicable types from the drop-down menu (Vacation, Sick, Personal Time, Holiday, etc.) and enter the hours taken within the appropriate day(s) of the week
 - a. Be sure to delete the hours within the “Hours Worked” row for the day(s) taken off
 - b. After entering your hours, you can select the **Recalculate** button to ensure that hours entered equal the appropriate number for the week
7. Select the **Continue** button
8. Review the hours entered and select the **Submit—I certify that this timecard is accurate and complete** button
9. Confirm that the timecard has been submitted successfully, then select **Logout** to exit

Creating and Submitting a Timecard with Holiday or Recess Days

1. Select the **PRISM TRKS Time** drop-down from the Main Menu section of the homepage
2. Select **Time Record Information** and then select **Time Entry**
3. Select the **Create Timecard** button
4. Select the appropriate timecard period from the “Period” drop-down menu
5. If the hours are not already populated, select **Hours Worked** from the drop-down menu in the “Hours Type” field and enter your hours worked into the appropriate days
6. In the next “Hours Type” field, select one of the applicable types from the drop-down menu (Vacation, Sick, Personal Time, Holiday, etc.) and enter the hours taken within the appropriate day(s) of the week
 - a. Be sure to delete the hours within the “Hours Worked” row for the day(s) taken off
 - b. After entering your hours, you can select the **Recalculate** button to ensure that hours entered equal the appropriate number for the week
7. Select the **Continue** button
8. Review the hours entered and select the **Submit—I certify that this timecard is accurate and complete** button
9. Confirm that the timecard has been submitted successfully, then select **Logout** to exit

Note: For designated University recess days and holidays, specifically for winter recess, the Office of Human Resources website will publish details on how to appropriately fill out and submit a timecard.

Creating a Timecard Template

1. Select the **PRISM TRKS Time** drop-down from the Main Menu section of the homepage
2. Select **Time Record Information** and then select **Time Entry**
3. Select the **Create Timecard** button
4. Create the timecard that you would like to save as a template with the hours that you want to include for a week
5. Enter a name for the template into the "Template Name" field below the timecard
6. Select the **Save as a Template** button
7. To use the template, select the template from the "Template" drop-down menu when creating a new timecard
8. Select the **Overwrite Entry** checkbox and then select the **Apply Template** button

Additional PRISM Resources

Viewing Your Pay Statements

1. Select the **PHR Employee Self Service** drop-down from the Main Menu section of the homepage
2. Select **Pay Statement**
3. Select the appropriate pay statement period from the drop-down menu

Viewing Your Time Off Balances

1. Select the **PRISM TRKS Time** drop-down from the Main Menu section of the homepage
2. Select **Time Record Information**
3. Select **Time Off Balances**

Contact Information

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