PRISM TRKS Quick Guide
Student Guide

General Information and Logging In.................................................................2
  General Information about Timecards.......................................................2
  Logging in to my.pitt.edu and Navigating to PRISM...............................2

Managing Timecards .....................................................................................2
  Creating and Submitting a Timecard .......................................................2
  Editing and Submitting an Existing Timecard .........................................3

Additional PRISM Resources .......................................................................3
  Viewing Your Pay Statements....................................................................3

Contact Information .....................................................................................3
General Information and Logging In

General Information about Timecards
- 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 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
- Students are paid biweekly
- Students should not work more than 20 hours per week
  - Students may work up to 37.5 hours per week during the summer and winter recess breaks
- Timecards may be entered or revised for up to 45 days

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
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. Enter the hours worked for each task into the appropriate day
   a. Note: If more than one task is authorized, the timecard will contain a row for each task.
6. Select the Save and 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
   a. Note: To complete remove hours from a day, replace the hours entered with a zero; do not delete the entry. Select the Pencil icon in the “Comments” column to enter a note for the approver explaining how and why the timecard is being revised.
5. Select the Save and 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

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

Contact Information

Office of Human Resources
Customer Support

Email: HRCustomerSupport@pitt.edu
Phone: 412-383-8463
Address: 100 Craig Hall, 200 South Craig Street, Pittsburgh, PA 15260