PRISM TRKS Quick Guide
Supervisor Guide for Student & Temporary Workers

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General Information and Logging In

General Information about Timecards
- 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 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

Approving or Rejecting a Timecard from the Worklist
1. Locate the notification for the timecard you want to review in the Worklist section of the homepage
2. Select that timecard and review the hours submitted
3. If the hours are accurate, select the Approve button
   a. If the hours are incorrect, enter a message to the employee indicating the reason and then select the Reject button

Mass Timecard Review
1. Select the PRISM TRKS Supervisor drop-down from the Main Menu section of the homepage
2. Select either Mass Timecard Approvals for temporary workers or PTE Timecard Mass Approval for students
3. Review the details of each timecard
4. Each timecard has three options in the Action field:
   a. Approve: forwards for processing in the next payroll cycle
   b. Skip: leaves the timecard in “Submitted” status for later action
   c. Reject: returns the timecard to the employee
5. Select the appropriate action for each timecard and then select the Continue button
6. Review the summary screen for accuracy and then select the Submit button
Designating Approvers

Designating an Alternate or Backup Approver
Prior to designating an alternate or backup approver, you must approve at least one (1) timecard. 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.

Note: creating an alternate/backup approver for staff/temporary workers includes all timecards in that group. It is not possible to create an alternate approver just for staff or just for temporary workers.

1. From the PRISM homepage, select Worklist Access, and then select Grant Worklist Access
2. Enter the last name of the person who will be an alternative approver in the field to the right of the “All Employees and Users” field
3. Select the person’s name from the populated search results or select Quick Select if you opened a new window with the search results (occurs if you select the magnifying glass icon to search)
4. Select the Selected Item Types radio button
5. 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
6. Select the Move arrow button to move the item type(s) to the Selected Items Type block
7. Select the Apply button

Designating an Assigned Approver
Prior to designating an assigned approver, you must approve at least one (1) timecard. 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. You can also create different assigned approvers for each group. Using the “All” feature is not recommended as this includes all notifications, including those for expense report or purchasing approval.

Note: 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, select Vacation Rules
2. Select the Create Rule button on the top left of the page
3. Select either PTE Timecards or OTL Workflows for Employees from the drop-down menu and then select Next
4. Enter a percentage symbol (%) in the text field and then select the magnifying glass icon
5. If PTE Timecards was selected, then “Timecard Approval Message” will default into the Notification field; if OTL Workflows for Employees was selected, then “Inline Timecard Approval” will default into the Notification field
6. Select Next
7. Adjust the “Start Date” using the calendar icon, if needed, and leave the “End Date” blank
8. Enter the last name of the person who will become the assigned approver into the field to the right of the “All Employees and Users” field
9. Select the appropriate person from the list that populates
10. Select the Apply button
Additional PRISM Resources

Changing the Supervisor of a Direct Report
1. Select the PRISM TRKS Supervisor drop-down from the Main Menu section of the homepage
2. Select Change Manager
3. Locate the employee that you wish to reassign and replace your name with the new supervisor’s name
4. Verify the Effective Transfer Date
5. Select the Next button
6. Review the summary of changes and then select the Submit button

Temporary Employee Account Management (TEAM) Form
1. Select the PRISM TRKS Supervisor drop-down from the Main Menu section of the homepage
2. Select Non-Exempt/Exempt Account Distribution
3. Select the employee’s name and then select the Edit button
4. Enter a date in the “End Date” field
   a. This date should be the day before the effective date of the new account
5. Select the Add Row button and enter the effective date of the new account in the “Start Date” field
   a. This date should be the day after the date entered in the End Date field
6. Enter the account number in the fields provided (Entity, Department, etc.)
7. Select the Apply button and confirm that the entered data has been saved
8. Select the Back button to return to the Employee Accounts form, or select Home or Logout to exit

Note: If a required task is not displayed on the TEAMM, please contact the Office of Human Resources by calling 412-624-7000, option 3, or email HRCustomerSupport@pitt.edu.

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