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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
- 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 be 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
- Temporary workers are paid biweekly
- Timecards may be entered or revised for up to 25 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. Select the appropriate task name from the drop-down menu in the “Task Name & Supervisor” field.
   a. Contact your supervisor if the drop-down list does not contain any information
6. Select Hours Worked from the drop-down menu in the “Hours Type” field
7. Enter the hours worked for each task into the appropriate day
   a. Note: If work was done on more than one (1) task during the week, create a row for each task and enter the hours accordingly
8. Select the Save and Continue button
9. Review the hours entered and select the Submit—I certify that this timecard is accurate and complete button
10. 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.
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

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Customer Support

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