

Entering and Submitting a Timecard with Holiday or Recess Worked

For detailed instructions, please refer to the appropriate online interactive tool:

- Holiday: www.hr.pitt.edu/prismHoliday
- Recess: www.hr.pitt.edu/prismRecess

Viewing Time Off Balances

1. Select **"PRISM TRKS Time"** responsibility.
2. Click on the **"Time Off Balances"** link.
3. Click on the **"Home"** link.

Additional Information

PRISM TRKS Computer-based Training is available at www.bc.pitt.edu/prism/prismtrks/comptaining.html.

The PRISM TRKS Employee Student Guide is available at www.bc.pitt.edu/prism/prismtrks/stuGuides.html.



Employee Quick Guide



University of Pittsburgh
Office of Human Resources



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

1. Navigate to the University portal, **my.pitt.edu**.
2. Enter your University Computing Account username and password.
 - *Note: If you have forgotten your username or password, contact the Technology Help Desk at 412-624-HELP (4357) for assistance.*
3. Click on the **"Login"** button.
4. Click on the **"PRISM Login"** link.
5. Select **"PRISM TRKS Time"** responsibility.

Creating and Submitting a Timecard for a Regular Week

1. Click on the **"PRISM TRKS Time"** responsibility.
2. Click on the **"Time Entry"** link.
3. Click on 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 first drop-down menu in the **"Hours Type"** column and enter your hours worked into the appropriate days.
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.

Creating a Timecard Template

1. Click on the **"PRISM TRKS Time"** responsibility.
2. Click on the **"Time Entry"** link.
3. Click on the **"Create Timecard"** button.
4. Create the timecard that you would like to save as a template.
5. Create a name for the template by typing it into the **"Template Name"** text box below the timecard.
6. Click on the **"Save As a Template"** button.
7. You have now created a template. It will appear within the **"Template"** drop-down menu located below the **"Period"** field on the timecard.
8. To use the template you just created, select the template from the **"Template"** drop-down menu located below the **"Period"** on the timecard.
9. Click on the **"Overwrite"** box and then click on the **"Go"** button.

Creating and Submitting a Timecard with Time Off

1. Click on the **"PRISM TRKS Time"** responsibility.
2. Click on the **"Time Entry"** link.
3. Click on the **"Create Timecard"** button.
4. Select the appropriate timecard period from the **"Period"** drop-down menu.
5. If the hours worked are not already populated, select **"Hours Worked"** from the first drop-down menu in the **"Hours Type"** column and enter your hours worked for the week.
6. From the next **"Hours Type"** field, select the applicable type (*Vacation, Sick, Personal Time, Holiday, etc.*) and enter the hours taken within the appropriate day(s) of the week. Make sure you delete the hours within the **"Hours Worked"** row for the day(s) taken off.
7. Click on the **"Continue"** button.
8. Review the hours entered and click on the **"Submit—I Certify That This Timecard is Accurate and Complete"** button.
9. 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. Locate the timecard that you wish to edit and click on the pencil within the **"Revise Timecard"** column.
4. Update the timecard.
5. Click on the **"Continue"** button.
6. Review the hours entered and click on the **"Submit—I Certify That This Timecard is Accurate and Complete"** button.
7. Confirm the timecard has been submitted successfully and then click on the **"Logout"** link.

Entering and Submitting a Timecard with Holiday Taken Off

1. Click on the **"PRISM TRKS Time"** responsibility.
2. Click on the **"Time Entry"** link.
3. Click on the **"Create Timecard"** button.
4. Select the appropriate timecard period from the **"Period"** drop-down menu.
5. If the hours worked are not already populated, select **"Hours Worked"** from the first drop-down menu in the **"Hours Type"** column and enter your hours worked for the week.
6. If the Holiday is not populated, select **"Holiday"** from the next **"Hours Type"** drop-down menu and enter your typical scheduled work hours.
7. Click on the **"Continue"** button.
8. Review the hours entered and click on the **"Submit—I Certify That This Timecard is Accurate and Complete"** button.
9. Confirm the timecard has been submitted successfully and then click on the **"Logout"** link.