Final Data Collection Reminders

Several days ago, you received the final data collection spreadsheet for your responsibility center. This spreadsheet will be used to gather the final sick, vacation, and personal day balances for your staff to be downloaded into PRISM TRKS and must be submitted by December 11, 2009. For the final data collection, please remember that you will need to project the balances as of December 31, 2009.

In addition to the time off balances, the weekly schedule and supervisor fields of PRISM TRKS can also be updated using the data collection spreadsheet. Proper understanding of the purpose of these two fields and providing the accurate data are critical to the accuracy and effectiveness of PRISM TRKS.

Supervisor
If you are changing the supervisor that has been pre-populated on the data collection spreadsheet, please remember to update both the supervisor name field as well as the supervisor employee number field. If you have listed a UPMC/UPP employee as a supervisor, you will be contacted in the next few weeks about getting the non-PITT employee access to PRISM TRKS. We will send you a PRISM user access form that must be completed and approved prior to the implementation of PRISM TRKS.

Weekly Schedule
When determining if an employee should have a weekly schedule of standard or non-standard, please refer to the following definitions.

**Standard**: Full-time, regular staff employees are considered to have a ‘Standard’ weekly schedule if they work 7.5 or 8 hours a day Monday through Friday. A standard employee’s PRISM TRKS time card will be pre-populated with 7.5 hours Monday through Friday. Holidays will also be pre-populated for standard employees in PRISM TRKS.

**Non-Standard**: Employees who do not work the standard 7.5 or 8 hours a day Monday through Friday are considered to have a Non-Standard weekly schedule. All part time staff should be categorized as non-standard. A non-standard employee’s PRISM TRKS time card will be blank each week, and the employee is responsible for entering hours worked. If the employee consistently works the same schedule from week to week, they can create a template of their work schedule in the system to ease the data entry process. Holidays will not be pre-populated on a non-standard employee’s time card, and must be manually entered by the employee, and reviewed by the supervisor for accuracy.

The data collection spreadsheet MUST be completed and submitted on or before December 11, 2009.

If you have any question about the data collection process, please contact your Compensation Analyst.

Forms Comparison Chart

A chart identifying existing paper forms and new forms and how they are to be used for time record keeping with the PRISM TRKS system is available on the PRISM TRKS website at www.bc.pitt.edu/PRISM/PRISMTKRKS under FAQ.
PRISM TRKS Supervisor and Employee Training

Supervisor Webinar Training sessions are now being offered through WebEx. If you have already attended or are scheduled to attend instructor-led classroom training for supervisors, you do not need to attend the webinar sessions. Supervisor webinars provide instruction on the supervisory aspects of the PRISM TRKS system including:

- Ensuring proper timecard completion
- Reviewing and acting on submitted timecards
- Creating approval rules for backup and temporary approvers
- Viewing supervisory reports and information

Participants will view material presented by a live instructor and have the opportunity to ask questions. The sessions will be approximately 1.5 hours in length. Individuals can register and logon for the webinar or you can consider gathering all or several supervisors in your area into a conference room to attend one of these sessions together. Only one registration would be needed for this type of set up.

Please note that these training courses are intended for supervisors only, but if there are individuals in your area that will be designated by supervisors with approval authority, also have them participate in one of these webinar training sessions. Please distribute this information to all supervisors and assigned/alternate approvers in order for them to register for a session.

Information regarding the computer based training sessions for both supervisors and employees will be forthcoming. System requirements for the WebEx sessions will also be available on the PRISM TRKS website.

To register for one of the webinar sessions, please go to www.bc.pitt.edu/PRISM/PRISMTKS

If you have any questions about the information contained in this update, please contact the Compensation Department at 412-648-0158.

As a reminder, you can reference previous PRISM TRKS communications by going to http://www.bc.pitt.edu/prism/prismtrks.