Prism TRKS Data Collection Spreadsheet Field Explanations

The information provided on the data collection spreadsheet has been extracted from the PRISM HR/Payroll system. This information should not be changed on the spreadsheet. The PRISM HR/Payroll system will not be updated via changes on the spreadsheet, therefore, if there are any discrepancies, please contact your assigned Compensation Analyst to discuss appropriate actions necessary to make the corrections. The following fields from the data collection spreadsheet have been defined in more detail to assist with the completion of the spreadsheet:

- **Weekly Schedule:**
  - **Standard:** if the employee works full-time regular Monday through Friday (7.5 or 8.0 hours per day)
  - **Non-Standard:** if the employee is part-time regular regardless of their weekly schedule or is full-time regular and works a non-traditional schedule. Examples of a non-standard schedule could be, a flexible work schedule (ex. 7.5 hours/day; Sunday – Thursday) or a compressed work schedule (ex. 9.375 hours/day; four days per week).

- **Actual Working Hours:** the number of hours that the employee is scheduled to work in a week. If the employee is full-time enter either 37.5 or 40. If the employee is part-time, utilize the following calculation:
  - (FTE (Full-Time Equivalent) Working Hours) x (Percent effort / 100)
  - Example: if the employee is on a 37.5 hour full-time equivalent work week and at 80% effort, then (37.5) x (80/100) = 30

- **FTE (Full-Time Equivalent) Working Hours:** Enter 37.5 if the employee’s full time equivalent weekly hours are based off of a 37.5 hour week, which is the standard University work week. Enter 40 if the employee’s full-time equivalent weekly hours are based off of a 40 hour week. Please note, 40 hour work weeks are limited to specific job classifications across the University and are exceptions to the standard work week.

- **Vacation Accrual Start Date:** the date used by the department to determine the employee’s vacation accrual rate.

- **Monthly Vacation Accrual Rate (days):** the number of vacation days currently accrued by the employee in a month as of 1/31/2009 (for example, .84 / month, 1.25 / month, 1.67 / month, 2.083 / month). Enter only the numeric value. For part-time staff please provide the prorated monthly rate in days.

- **Monthly Vacation Accrual Rate (hours):** convert the monthly accrual rate (days) to hours by utilizing the following calculation:
  - (7.5) x (Monthly Vacation Accrual Rate (days)). Please note the calculation for staff on a 40 hour work week will utilize 8 instead of 7.5.

- **Vacation Balance (days):** the number of unused vacation days the employee has available as of 1/31/2009.

- **Vacation Balance (hours):** convert the Vacation Balance (in days) to hours by utilizing the following calculation:
  - (7.5) x (Vacation Balance (days)). Please note the calculation for staff on a 40 hour work week will utilize 8 instead of 7.5.
- **Monthly Sick Accrual Rate (days):** the number of sick days currently accrued by the employee in a month as of 1/31/2009. Enter only the numeric value. For part-time staff please provide the prorated monthly rate in days.

- **Monthly Sick Accrual Rate (hours):** convert the monthly accrual rate (days) to hours by utilizing the following calculation:
  - (7.5) x (Monthly Sick Accrual Rate (days)). Please note, the calculation for staff on a 40 hour work week will utilize 8 instead of 7.5.

- **Sick Balance (days):** the number of unused sick days the employee has available as of 1/31/2009.

- **Sick Balance (hours):** convert the Sick Balance (days) to hours by utilizing the following calculation:
  - (7.5) x (Sick Balance (days)). Please note the calculation for staff on a 40 hour work week will utilize 8 instead of 7.5.

- **Personal Day Balance (days):** the number of unused personal days the employee has available as of 1/31/2009.

- **Personal Day Balance (hours):** convert the Personal Day Balance (days) to hours by utilizing the following calculation:
  - (7.5) x (Personal Day Balance (days)). Please note, the calculation for staff on a 40 hour work week will utilize 8 instead of 7.5.

- **Accrued Comp Time Hours Balance:** the number of comp time hours the employee has available as of 1/31/2009.

- **Supervisor Name:**
  - **Definition:** The person with primary responsibility for performing or ensuring the performance of the following tasks:
    - Interview/selection/hire
    - Orientation/training/development
    - Establish/monitor work schedule
    - Work assignment/review
    - Performance Appraisal
    - Personnel Actions
  - Enter the supervisor’s full legal name which may be found on the spreadsheet in the list of your employees. If the supervisor is not on the spreadsheet, is not in a staff position at the University or is a non-Pitt employee, refer to [http://accounts.pitt.edu/Public/](http://accounts.pitt.edu/Public/) for assistance. The name should be entered in the following format → last name, first name.

- **Supervisor Emp Number:** This may be found on the spreadsheet in the list of your employees. If the supervisor is not on the spreadsheet, is not in a staff position at the University or is a non-Pitt employee, this field should be left blank.