Information Session
Agenda

- What is PRISM TRKS
- Benefits of PRISM TRKS
- Overview of Procedure Changes
- Overview of Policy Enhancements
- Vacation, Sick, Personal and Compensatory Time
- Supervisor Roles
- Next Steps
- Questions
What is PRISM TRKS?

- On-line classified staff time and attendance system
- TRKS (Time Record Keeping System)
- Part of the University’s Oracle platform, which will now be activated as part of our PRISM Financial and HR System.
- Staff self service time records
- Supervisor capabilities for reviewing and approving time
What is PRISM TRKS?

- Phase 1 includes all full-time regular and part-time regular classified staff
- Future phases include Union, All-Temps and Temporaries
- Management reporting capabilities

Note: No plans to include faculty or students at this time
Benefits of PRISM TRKS

- Automated application of policy and procedures
- Ensure compliance with Federal and State law
- Calculation of pay for part-time, non-exempt staff
- Calculation of compensatory time and overtime for non-exempt staff
Benefits of PRISM TRKS

- Integrated with PRISM
- Reduces paper and streamlines processing
- Centralized timecard and reporting tool
- Captures accurate time off accrual balances for all staff
What to Expect

- Existing Policy Enhancements
- Current Procedural Modifications
- Policy Enhancements
Online timecards completed and submitted weekly

Supervisors approve time online weekly

All time worked and time off recorded in hours, not days

System calculates (and pays out) compensatory time and overtime for non-exempt staff
Policy Enhancements

- Part-time staff vacation and sick accrual rates based on new percentage of effort ranges
- Approved absences
Policy Enhancements

- Prorated vacation and sick accruals in hire and terminated months (also leave of absence)
- Less than 12 month policy – new “non-assignment” period
- Standard vs. Non-Standard Weekly Schedule
Vacation Time

System will Automatically:

- Accrue at the end of the pay period and will be available for use on the first day of the subsequent pay period
- **Not** allow additional time off accruals if staff has reached their allowable maximum balance
- Prorate the accrual rate based upon the actual date of hire/termination
- **Not** allow staff to have a negative balance
System will Automatically:

- Accrue part-time rate based on percentage of effort ranges
- Payout excess balance if percentage of effort change causes the balance to be over the maximum
- Payout vacation balance at termination
- Advance to the next vacation accrual level on the first of the month in which the anniversary occurs

Note: Suggesting that time is to be taken in no less than 3.75 hour (1/2 day) increments
System will Automatically:

- Accrue hours at the end of the pay period and available for use on the first day of the subsequent pay period
- Not allow additional time off accruals if staff have reached their maximum balance allowed under University policy
- Prorate sick accruals during an employee’s month of hire and termination based upon the actual date of hire/termination
**Sick Time**

*System will Automatically:*

- **Not** allow staff to have a negative accrual balance
- Accrue part-time rate based on percentage of effort ranges
- **Not** change sick balance if percentage of effort decreases
- Payout sick balance at termination (based on age and service criteria)
Personal Time

- Full-time staff on July 1st receive 15 hours (2 days) of personal holiday time per year (will be reduced to zero on June 30th)

- Part-time staff on July 1st receive 7.5 hours (1 day) of personal holiday time per year (will be reduced to zero on June 30th)

- Transfers from full-time to part-time will be reduced to 7.5 hours (1 day) if balance is over 7.5 hours (1 day)

- Transfers from part-time to full-time will be increased by 7.5 hours (1 day) and will not exceed 15 hours (2 days) maximum
## Personal Time

### New hires:

<table>
<thead>
<tr>
<th></th>
<th>July – December</th>
<th>Jan – April</th>
<th>May – June</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time</strong></td>
<td>15 Hours (2 days)</td>
<td>7.5 Hours (1 day)</td>
<td>0 Hours (0 days)</td>
</tr>
<tr>
<td><strong>Part-Time</strong></td>
<td>7.5 Hours (1 day)</td>
<td>3.75 Hours (.5 days)</td>
<td>0 Hours (0 days)</td>
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</tbody>
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Compensatory Time

- Compensatory time applies to non-exempt employees assigned to a 37.5 hour schedule who work between 37.5 and 40 hours in a week.
- Employees may accrue a maximum of 2.5 hours of compensatory time per week.
- The system will automatically calculate compensatory time and default to accrue.
- Accrued compensatory time balances will be displayed on the online timecard.
Compensatory Time

- Compensatory time must be used by the payroll cut-off of the following pay period in which it was earned or it will be paid out automatically at the regular hourly rate in the pay period the work was performed.

- Compensatory time accrued will count toward overtime

- Compensatory time/Overtime can be charged to an account specified by the department
Part-Time Staff

Proposal to establish guidelines/structure and documentation for part-time arrangements

- Documentation to include:
  - Justification of business necessity
  - Work hours/arrangements
  - Rate of pay
  - Establishment of annual review of arrangement

Currently paid based upon percentage of effort
Part-Time Staff

- Non-exempt staff must be paid for actual hours worked
- Exempt, part-time staff will continue to be paid a salary based upon their percentage of effort
Exempt Employees

- Cannot be docked for being tardy
- Cannot be docked for being absent less than a day
- Actual docking still must be done on the paper employee record
- Not eligible for overtime payment or compensatory time

Note: There are clear laws regarding the docking of exempt staff
Approved Absence

- Absences for rare emergencies or unforeseen circumstances
  - Weather
  - Facility emergencies
  - Early departure (approved by Senior Leadership)

- Must have RC/Leadership approval prior to taking the time
What is a Supervisor?

The person with primary responsibility for performing or ensuring the performance of some or all of the following tasks:

- Interview/selection/hire
- Orientation/training/development
- Establish/monitor work schedule
- Work assignment/review
- Performance appraisal
- Personnel actions
- Approving time
Supervisors will need to approve employee’s timecards in PRISM TRKS weekly.

Options for delegation of supervisor approval:
- Permanent
- Temporary (vacation, leave of absence, etc)

Non-Pitt Supervisors (UPMC, UPP, etc.) will have the ability to access PRISM TRKS and approve timecards.
Next Steps

- Conference room pilot – August, 2009
- Additional information sessions: TBD
- Training of users - TBD
- Data upload to PRISM TRKS
- Go-Live: January, 2010
Questions

For more information:

- Check our project website
  http://www.bc.pitt.edu/prism/prismtrks/
- Monthly project update memos
- Call or e-mail one of the OHR project team members:
  - Jennifer Beu: 412-624-8053; pauju5@pitt.edu
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  - Jason Killmeyer: 412-648-3358; jasonk2@pitt.edu