PRISM TRKS goes live on January 3, 2010. This monthly update is intended to convey a brief summary of the many key points of this new system, highlight some of the upcoming procedural changes, and provide general information for the go live on January 3, 2010. In preparation for the go live, all employees will receive an announcement card with common instructions as well as help line information. Additionally, a quick start reference tool will be distributed. The PRISM TRKS team wishes to thank you for your assistance and input over the past months as we prepared for the implementation of this very important project.

PRISM TRKS System Features

PRISM TRKS will ensure that University policies will be consistently applied to increase the efficiency and accuracy of the staff pay process while ensuring University compliance with federal, state, and local laws.

**PRISM TRKS will:**
- Capture staff time worked and time off (vacation, sick, personal time) in hours.
- Update vacation and sick time balances at the end of each pay period for use by the first day of the following pay period.
- Prorate vacation and sick accrual rates when a staff member works a portion of the pay period (staff that are newly hired, terminated, or on a leave of absence).
- Update the vacation accrual rate in the appropriate month/year based on an employee’s eligible accrual anniversary date.
- Pay unused vacation hours in the pay period following a staff member’s termination date.
- Pay eligible unused sick time hours in the pay period following a staff member’s termination date if they meet the age and years of service criteria.
- Prorate personal time for staff that are hired or change percentage of effort during the fiscal year.
- Calculate compensatory time for non-exempt staff and pay it out if it is not used within the pay period it is earned or the close of the following pay period (will eliminate comp time payout on the HPCR).
- Calculate and pay overtime for non-exempt staff (will eliminate overtime payout on the HPCR).
- Pay non-exempt part-time staff biweekly based on actual hours worked and submitted.
- Assign vacation and sick time accrual rates for full-time staff based on eligible service dates.
- Assign vacation and sick time accrual rates for part-time staff based on one of five percentage of effort ranges.
- Ensure compliance with University vacation and sick time policies by not allowing balances to accumulate above the maximum allowed.
- Prevent staff from taking more vacation, sick, personal, or compensatory time than they have accrued.

Appropriate updates to the staff handbook, where required, will be made effective January 1, 2010.
PRISM TRKS Reminders

PRISM TRKS Data Collection Adjustments

All vacation, sick, and personal accrual balances, as we go live January 3, 2010, will be based on the December 31, 2009 projected balances provided in the December data collection.

In the event that any of the December 31st projected balances you provided need to be adjusted, instructions on how to do so can be accessed at http://www.bc.pitt.edu/prism/prismtrks/docs/adj_Memo.pdf.

Any updates to the system must be made no later than Monday, January 11, 2010.

Compensatory Time/Overtime Payroll Deadlines

The chart below specifies the deadlines for paying out compensatory and overtime for non-exempt staff on the monthly payroll in November and December 2009. It is recommended that any compensatory time or overtime earned in December should be paid out on January 5, 2010 if it is not used by this date. Additional information about loading compensatory time into PRISM TRKS can be found at http://www.bc.pitt.edu/prism/prismtrks/docs/comp_Time.pdf.

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<th>Method for Collection</th>
<th>Pay Date</th>
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<td>Jan 5</td>
<td>HPCR</td>
<td>Jan 29</td>
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<td>Jan 3 to Jan 16</td>
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<td>Jan 29</td>
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<tr>
<td>Jan 17 to Jan 31</td>
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<td>PRISM TRKS</td>
<td>Feb 26</td>
</tr>
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</table>

PRISM TRKS Roles

All current employees and supervisors will automatically be loaded into PRISM TRKS for the January 3, 2010 implementation.

We are strongly recommending that all supervisors assign an alternate approver who will act as a backup approver. In some situations, it may also be necessary or desirable for supervisors to assign time sheet approval responsibility on a regular basis to someone else. Alternate and assigned approvers will need to be created by the individual supervisor following the PRISM TRKS implementation date.

A chart that outlines all current PRISM TRKS roles and designated functions of the roles in the system can be found at www.bc.pitt.edu/prism/prismtrks/.
PRISM TRKS TRAINING

Supervisor Training
Two Supervisor Webinar Training sessions are still available on January 5, 2010 and January 7, 2010. To register for one of the remaining webinar sessions, please go to:

http://www.bc.pitt.edu/prism/prismtrks/superTraining.html.

Supervisor webinars provide instruction on the supervisory aspects of the PRISM TRKS system. Participants will view material presented by a live instructor and have an opportunity to ask questions. The sessions are approximately 1.5 hours in length.

Computer Based Training (CBT) is also currently available for all supervisors. CBT is a presentation style of training which is available for viewing at the supervisor’s convenience and will take approximately 1 hour to complete. To view the CBT please go to:

http://www.bc.pitt.edu/prism/prismtrks/compTraining.html.

PLEASE NOTE: It is critical that all supervisors and assigned/alternate approvers within your area either attend a webinar training session or view the supervisor CBT as soon as possible.

Employee Training
Computer Based Training (CBT) is also currently available for all employees. The employee CBT presentation is approximately one hour in length and demonstrates how an employee should enter hours worked, record any time off, and use other features in PRISM TRKS. Please ensure that all employees within your area have viewed the employee CBT as soon as possible.

To view the employee CBT, please go to:

http://www.bc.pitt.edu/prism/prismtrks/compTraining.html.

Quick Reference Guides
Two quick reference guides, one for staff and one for supervisors, have been developed to assist users in navigating the more common functions of PRISM TRKS. These quick reference guides will be provided via university mail to all employees and supervisors the week of January 3, 2010. These guides will provide an overview to employees on items such as: how to login to PRISM TRKS, enter hours worked on a timecard, enter time taken, view balances and other features of the system. The supervisor quick reference guide provides information to supervisors on such functions as approving a timecard, assigning an alternate or assigned approver, and viewing reports.
Accessing PRISM TRKS

Logging into PRISM TRKS

You will be able to login to PRISM TRKS beginning January 3, 2010. You can access the system by going to the University’s portal at my.pitt.edu and performing the following steps:

1. Enter your University username and password and click on the Login button. If you have forgotten your username or password you will need to contact the Technology Help Desk at 412-624-HELP (4357).

2. Once you have accessed the University Portal, select the PRISM community from the My Communities drop down menu.

3. Click the Login button in the PRISM Login portlet.
Changes with PRISM TRKS

Forms
Due to the implementation of PRISM TRKS, there will be several changes to the use of existing payroll forms required for staff as well as the addition of several new payroll forms. You can find a list of the current and new forms and a brief explanation of their purpose at:

http://www.bc.pitt.edu/prism/prismtrks/faq.html#q4.

Pay Frequency Change for Part-Time Non-exempt Staff
In January 2010, the University of Pittsburgh will be transitioning all regular part-time, non-exempt staff currently paid on a monthly salaried basis to a biweekly hourly pay schedule. This change is necessary to ensure that non-exempt part-time employees are paid in compliance with state and federal law. All affected staff and their administrators have been communicated with directly about these upcoming changes. Additional questions about this conversion should be directed to your Payroll Generalist.

Weekly Schedule
A new term that is being introduced with the implementation of PRISM TRKS is “Weekly Schedule”. Each employee is being identified as having either a “Standard” or “Non-Standard” weekly schedule. The following are the definitions of each:

Standard: Regular full-time, staff employees that work 7.5 or 8 hours a day Monday through Friday.

Non-Standard: Employees who do not work the standard 7.5 or 8 hours a day Monday through Friday. All part-time staff are considered non-standard.

A standard employee’s PRISM TRKS timecard will be pre-populated with 7.5 or 8 hours Monday through Friday. Holidays will also be pre-populated for standard employees in PRISM TRKS.

Going forward, identification of whether or not the employee is considered standard or non-standard will be part of the PittSource process.

Staff with Additional Assignments
There may be occasions where a staff employee may work in more than one department. If you have a non-exempt staff employee who works in your department and also works for another department, please contact Compensation at 412-648-0158 for detailed instructions on how you will use PRISM TRKS to accommodate your specific time keeping needs.

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Changes with PRISM TRKS
(Continued)

New Accrual Ranges for Part-Time Staff

One of the changes being initiated with the implementation of PRISM TRKS is the simplification of vacation and sick accruals for part-time staff. Beginning January 1, 2010, part-time staff will fall into one of five accrual ranges based on their percentage of effort. The rate listed in the chart will be their new accrual rate (in hours) that the system will automatically apply to their timecard each pay period. For your reference, the online Staff Handbook will be updated effective January 1, 2010 with the new part-time vacation and sick time accrual ranges. This chart can be found at www.bc.pitt.edu/prism/prismtrks/.

Please note that all part-time staff affected by this change, as well as their respective administrators, have been notified of this upcoming change.

Help Line

Effective Wednesday, December 23, 2009, a dedicated help line will be available for all PRISM TRKS related issues:

Questions about PRISM TRKS?
E-mail TRKS@pitt.edu or call the PRISM TRKS hotline at 412-383-TIME (8463).

Additional PRISM TRKS information is available at www.bc.pitt.edu/prism/prismtrks

Please note: all staff questions relating to initial accrual balances for vacation, sick, or personal time should be directed to the respective department administrators who provided this data.