

To: Responsibility Center Administrators
From: PRISM TRKS PROJECT TEAM
Date: November 30, 2009
Subject: Adjustment to Staff Time off Balances – PRISM TRKS

Recently you were asked to submit sick, vacation, and personal time balances for staff employees within your area so the balances can be loaded into PRISM TRKS for the implementation of the system in January 1, 2010. Due to the fact that these balances are to be projected through December 31, 2009 it may be necessary for you to adjust the projected December 31st balances for what actually occurred. This could include staff employees taking additional time off that was not included in the original projection, or possibly not taking scheduled time off that was included in the original projected December 31st balance.

In the event that any of the December 31st projected balances you provide on or before December 11, 2009 need to be adjusted, it is imperative that you complete and return this spreadsheet **to Jason Killmeyer at jasonk2@pitt.edu no later than January 6th**. The adjustments that are submitted will be reflected on the employee's PRISM TRKS time card by January 12, 2010.

If any new staff employees are hired or transfer into your responsibility center before January 1, 2010, and were not on the data collection spreadsheet, you can use the attached spreadsheet to provide their sick, vacation, and personal balances.

PLEASE NOTE: You should only complete this spreadsheet if balance adjustments for vacation, sick or personal time need to be made for staff within your Responsibility Center.

If you have any questions about this process, please contact your Compensation Analyst.