TO: Responsibility Center Heads, Responsibility Center Administrators and PRISM HR Users

FROM: PRISM TRKS (Time Record Keeping System) Project Team

Date: March 30, 2009

Subject: New Assignment Statuses and Leave Types

As was announced earlier this year, the University’s new time record keeping system, PRISM TRKS, will provide online administration of time records and will be fully integrated within the PRISM Financial and HR/Payroll System. Among many other benefits, PRISM TRKS will streamline the process of tracking time off accruals and the usage of time off, provide time and attendance reporting, as well as ensure consistent administration of University policies and procedures that are compliant with federal, state, and local laws and regulations. Although the actual new system is not anticipated to go live until sometime late this year, we will be making some enhancements to existing practices and policies prior to that date. As part of this initiative, a need for two new assignment statuses and leave types have been identified, both of which will be available to use on April 1, 2009.

Following is a description of these new assignment statuses as well as the procedure for using each:

- **Non-Assignment Period**

  *This new assignment status and leave type only applies to classified staff on a less than 12 month assignment.* Effective April 1, 2009, departments of all staff employees who work an eight-month, nine-month, or ten-month assignment must document when an employee completes and begins their less than 12 month assignment period each year. The time period the employee is not working between assignments is referred to as the 'Non-Assignment Period'. The 'Non-Assignment Period' generally falls between April and August of each year. Documenting the non-assignment period each year in a timely manner will be necessary in order for the system to accurately calculate and maintain sick and vacation records for less than 12 month staff.

**New: Department Requirement for Documentation effective April 1, 2009** Each employee working a less than 12 month assignment MUST now have an Employee Record (ER) submitted at the end of each assignment period documenting the non-assignment period. The assignment status and leave type on the Employee Record should be completed as ‘Non-Assignment Period’. The total leave period and paid leave portion dates must also be completed to document the dates the employee is not working. The end date of the leave is the day before the new less than 12 month assignment starts. When the employee returns from their non-assignment period, a return to work Employee Record must be processed to change the assignment status back to ‘Active Assignment’ in the PRISM Financial and HR/Payroll System.

Because staff holding an eight, nine, or ten month assignment must have their pay spread over 12 months, the employee will continue to receive their regular pay as well as retain benefits eligibility during the ‘Non-Assignment Period’. University policy / procedure 07-03-04 will be updated within the next few months to document this change.
Worker's Compensation – Extended

This new assignment status and leave type applies to all employees eligible for Worker’s Compensation. The University may be responsible for providing Worker’s Compensation in the event an employee sustains a work-related injury, illness, or disease which may prevent them from performing their regularly assigned duties. Once the claim is approved by the Worker’s Compensation office, the approved leave must be documented on the Employee Record (ER). Currently, leave type “Worker’s Compensation” is used to document all worker’s compensation leaves regardless of the duration of the leave. Effective April 1, 2009, “Worker’s Compensation” should only be used for employees that are out on Worker’s Compensation for less than one month. Staff employees do not accrue sick or vacation time while on “Worker’s Compensation” leave.

A new leave type, ‘Worker’s Compensation (Extended)’ will be available for use on April 1, 2009 for employees that are on an approved Worker’s Compensation leave for more than one month and are not using sick or vacation time to cover the leave. This leave type applies to all job types eligible for Worker’s Compensation benefits. This assignment status and leave type should be completed as ‘Workers Compensation – Extended’ on the Employee Record. This leave type is considered to be an unpaid leave. Staff employees do not accrue sick or vacation time while on ‘Worker’s Compensation – Extended’ leave.

If you have any questions about either of these two new assignment statuses and leave types, please contact Aynsley Jimenez in the Compensation Department in the Office of Human Resources at 412-624-8047 or pauad5@hr.pitt.edu.