PRISM TRKS Information Session

A second information session on PRISM TRKS will be conducted for Responsibility Center Heads, Responsibility Center Administrators, and Human Resources Liaisons. This session will address:

- PRISM TRKS Roles and Responsibilities
- Training for Supervisors and Staff
- Critical Final Data Collection
- New Part-Time Accrual Ranges for Vacation and Sick
- Biweekly pay change for Non-Exempt Part-time Staff

The information sessions will be held on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>October 28</td>
<td>1:00 p.m. - 2:30 p.m.</td>
<td>Craig Hall 342</td>
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<tr>
<td>November 2</td>
<td>3:00 p.m. - 4:30 p.m.</td>
<td>Craig Hall 342</td>
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<tr>
<td>November 6</td>
<td>9:00 a.m. - 10:30 a.m.</td>
<td>Craig Hall 342</td>
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Please sign up for one of these sessions by contacting Cheryl Corbin at cac127@pitt.edu or 412-624-8150.

Final Data Collection Notice

The following critical steps must be completed to provide beginning balances for your employees using PRISM TRKS on January 1, 2010:

- Spreadsheets to collect final vacation, sick and personal time balances as well as supervisor information will be distributed on **November 23, 2009**
- It is extremely important that all employee balances and supervisor information be submitted by the deadline of **December 11, 2009**.
- For the final data collection you will be asked to project the vacation and personal day balances as of December 31, 2009.
- A process will be provided to correct any differences between the data collection deadline and January 1, 2010. The correction process will also accommodate hires, transfers, etc

Timely and accurate submission of your data by the deadline is critical to the successful implementation of PRISM TRKS in January.

PRISM TRKS Employee Communication

On October 16, 2009, a PDF copy of a flier introducing PRISM TRKS to employees who will be required to use the system starting in January, 2010 was distributed via email to all responsibility centers.

As a reminder, please distribute this flier as soon as possible. Additional information pertaining to the system implementation and training will be forthcoming between now and January.
PRISM TRKS Training
The following PRISM TRKS training will be offered in the next several months:

• Supervisor Training to address specific functionality for supervisory review and approval of
timecards. Supervisor classes will be offered in the following formats:
  • Instructor led/hands-on class will be approximately 3.5 hours
  • Webinar will be an abbreviated version of the class and will be approximately 1 hour with
    an opportunity for questions and answers
  • Computer based training accessible via the PRISM TRKS website

• Employee Training will be computer based training accessible via the PRISM TRKS website.

Additional information regarding the scheduling and availability of the training classes for PRISM TRKS
will be forthcoming.

If you have any questions about the information contained in this update, please contact the
Compensation Department at 412-648-0158.

As a reminder, you can reference previous PRISM TRKS communications by going to
http://www.bc.pitt.edu/prism/prismtrks.