Entering and Submitting a Timecard with Holiday or Recess Worked

For detailed instructions, please refer to the appropriate online interactive tool:
• Holiday: www.hr.pitt.edu/prismHoliday
• Recess: www.hr.pitt.edu/prismRecess

Viewing Time Off Balances
1. Select “PRISM TRKS Time” responsibility.
2. Click on the “Time Off Balances” link.
3. Click on the “Home” link.

Additional Information
PRISM TRKS Computer-based Training is available at www.bc.pitt.edu/prism/prismtrks/comptraining.html.

The PRISM TRKS Employee Student Guide is available at www.bc.pitt.edu/prism/prismtrks/stuGuides.html.
Logging in at my.pitt.edu and Navigating to PRISM

1. Navigate to the University portal, my.pitt.edu.
2. Enter your University Computing Account username and password.
   • Note: If you have forgotten your username or password, contact the Technology Help Desk at 412-624-HELP (4357) for assistance.
3. Click on the “Login” button.
4. Click on the “PRISM Login” link.
5. Select “PRISM TRKS Time” responsibility.

Creating and Submitting a Timecard for a Regular Week

1. Click on the “PRISM TRKS Time” responsibility.
2. Click on the “Time Entry” link.
3. Click on the “Create Timecard” button.
4. Create the timecard that you would like to save as a template.
5. Create a name for the template by typing it into the “Template Name” text box below the timecard.
6. Click on the “Save As a Template” button.
7. You have now created a template. It will appear within the “Template” drop-down menu located below the “Period” field on the timecard.
8. To use the template you just created, select the template from the “Template” drop-down menu located below the “Period” on the timecard.
9. Click on the “Overwrite” box and then click on the “Go” button.

Creating a Timecard Template

1. Click on the “PRISM TRKS Time” responsibility.
2. Click on the “Time Entry” link.
3. Click on the “Create Timecard” button.
4. Create the timecard that you would like to save as a template.
5. Create a name for the template by typing it into the “Template Name” text box below the timecard.
6. Click on the “Save As a Template” button.
7. Confirm the timecard has been submitted successfully and then click on the “Logout” link.

Creating and Submitting a Timecard with Time Off

1. Click on the “PRISM TRKS Time” responsibility.
2. Click on the “Time Entry” link.
3. Select the appropriate timecard period from the “Period” drop-down menu.
4. If the hours worked are not already populated, select “Hours Worked” from the first drop-down menu in the “Hours Type” column and enter your hours worked for the week.
5. If the Holiday is not populated, select “Holiday” from the next “Hours Type” drop-down menu in the “Hours Type” column and enter your hours worked for the week.
6. From the next “Hours Type” field, select the applicable type (Vacation, Sick, Personal Time, Holiday, etc.) and enter the hours taken within the appropriate day(s) of the week. Make sure you delete the hours within the “Hours Worked” row for the day(s) taken off.
7. Click on the “Continue” button.
8. Review the hours entered and click on the “Submit—I Certify That This Timecard is Accurate and Complete” button.
9. Confirm the timecard has been submitted successfully and then click on the “Logout” link.

Editing and Submitting an Existing Timecard

1. Click on the “PRISM TRKS Time” responsibility.
2. Click on the “Time Entry” link.
3. Locate the timecard that you wish to edit and click on the pencil within the “Revise Timecard” column.
4. Update the timecard.
5. Click on the “Continue” button.
6. Review the hours entered and click on the “Submit—I Certify That This Timecard is Accurate and Complete” button.
7. Confirm the timecard has been submitted successfully and then click on the “Logout” link.

Entering and Submitting a Timecard with Holiday Taken Off

1. Click on the “PRISM TRKS Time” responsibility.
2. Click on the “Time Entry” link.
3. Click on the “Create Timecard” button.
4. Select the appropriate timecard period from the “Period” drop-down menu.
5. If the hours worked are not already populated, select “Hours Worked” from the first drop-down menu in the “Hours Type” column and enter your typical scheduled work hours.
6. If the Holiday is not populated, select “Holiday” from the next “Hours Type” drop-down menu and enter your typical scheduled work hours.
7. Click on the “Continue” button.
8. Review the hours entered and click on the “Submit—I Certify That This Timecard is Accurate and Complete” button.
9. Confirm the timecard has been submitted successfully and then click on the “Logout” link.