• All regular full-time and part-time classified staff are required to begin tracking hours worked and time off using PRISM TRKS, the new automated time and attendance system.

• The effective start dates for staff employees are: January 3, 2010, for those paid on a monthly basis and January 10, 2010, for those paid on a biweekly basis.

• Employee and supervisor computer-based training is available at www.bc.pitt.edu/prism/prismtrks/compTraining.html.
Logging in to PRISM TRKS:

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. Select PRISM from the “My Communities” drop-down menu.

5. Click on the “Login” button in the PRISM login portlet.

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.