

PRISM TRKS Roles and Abilities

As of February, 2010

Abilities	Supervisor	Assigned Approver ¹	Alternative Approver ²	PRISM TRKS Department Administrator ³
Receive Workflow E-mail Notifications (Approve/Reject Timecard)	X	X		
Access Worklist Notifications (Approve/Reject Timecard)	X	X	X	
View Hierarchy	X			
Time Entry (Create Timecard for Employee)	X			
Change Manager	X			
Mass Time Card Approvals	X	X		
Non-Exempt/Exempt Account Distribution	X	X		
Missing Timecard Information (On-line View)	X	X		
Time Off Balances (On-line View)	X	X		
Reports – Submit/View in PRISM				
PTEE810 Weekly Timecard (Export to Excel)	X	X		X
PTEE811 Timecard History by Person (Export to Excel)	X			X
PTEE812 Time Off Balances (Export to Excel)				X
PTER211 Missing Timecard Report (Printable Only)				X

¹ After the user has been designated as an Assigned Approver through Vacation Rules, a nightly process will automatically assign the PRISM TRKS Assigned Approver responsibility to the user.

² Alternate Approvers have a “Switch User” button to access the Worklist Notifications.

³ Must request via PRISM Access Information form (Nancy Patuc). Reports are locked down to the user’s Department.