Missing Timecard Report

Chapter 11
Missing Timecard Report

Section Objectives

At the end of this section, you should be able to:

- View the Missing Timecard Report
- Review the timecard status of each of the people in your downward reporting hierarchy
Missing Timecard Report

- The Missing Timecard Report helps to ensure that all timecards are submitted and approved each week.

- The report covers the period starting with the current timecard week and going back two months.

- The missing timecard report includes all people in your downward reporting hierarchy whose timecard status is not 'Approved' for each week during the reporting period. Staff with approved timecards are not displayed on the report.

- Staff in any 'unpaid' status or in a Non Assignment Period (NAP) are not included on the Missing Timecard Report as long as they were in the unpaid/NAP status for the entire timecard week.

Further Information

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at [http://www.bc.pitt.edu/policies/](http://www.bc.pitt.edu/policies/).
Lab 1: Missing Timecard Report

1. Login to PRISM TRKS as SPVBXX.

2. Select the *PRISM TRKS Supervisor* responsibility and the *Missing Timecard Information* link to view the report.
Lab 1 Solutions: Missing Timecard Report

- Login as SPVBXX
- Select PRISM TRKS Supervisor responsibility
- Select the Missing Timecard Information link

The Missing Timecards report displays
- Click on TC Start Date to start the sort
- Click on the TC Start Date again to sort the records in ascending or descending order
- Review the status of the timecards
- Click the Home link to return to the PRISM Home Page