Modifying and Submitting a Timecard on Behalf of a Direct Report

Chapter 12
Modifying and Submitting a Timecard on Behalf of a Direct Report

Section Objectives

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

- Access and review timecards of staff in your downward supervisory hierarchy
- Create, update and submit timecards on behalf of staff in your downward supervisory hierarchy
Modifying and Submitting a Timecard on Behalf of a Direct Report

You can create, update and submit a timecard on behalf of one of your direct reports or anyone in your downward supervisory hierarchy. You cannot access timecards of people you report to unless you are specifically granted the ability to do so.

- When you click the Action icon, you are taken to the employee’s Recent Timecards page
- You can then:
  - Locate a saved timecard and then complete and submit it
  - Create a timecard if one has not been created and then complete and submit it
  - Correct a submitted timecard and re-submit it
  - When you perform any of the above actions, the timecard will be forwarded for approval
- Even though you, as an employee’s supervisor, are the one submitting the timecard, the timecard must still be approved

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/.
Lab 1: Submit a Timecard on Behalf of an Employee

1. Login to PRISM TRKS as SPVBXX.
2. Submit a Timecard for Employee W for the Period 06-SEP-09 – 12-SEP-09.
3. The Timecard will include a holiday on Monday, and regular hours worked Tuesday - Friday.
Lab 1 Solutions: Submit a Timecard on Behalf of an Employee

- Login as SPVBXX
- Select PRISM TRKS Supervisor responsibility
- Select the Time Entry link

- The Time Entry: People in Hierarchy screen displays
- Find Employee W and click the Action icon
Lab 1 Solutions: Submit a Timecard on Behalf of an Employee

- Click the Create Timecard button

- Select the appropriate Period
- A defaulted timecard will display
- Click Continue
Lab 1 Solutions: Submit a Timecard on Behalf of an Employee

- Review the Time Entry and Time Detail blocks
- Click the Submit button

- Confirm that the Timecard has been submitted successfully
- Click the Return to Hierarchy button at the top right corner of the page