Mass Timecard Approval

Section Objectives

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

- View summary and detailed timecard information using the Mass Timecard Approval form
- Approve, Skip or Reject timecards using the Mass Timecard Approval form
- Avoid locking timecards
Mass Timecard Approval

The *Mass Timecard Approval* form displays a summary of all timecard notifications and allows approvers to take group actions on timecards.

- The total hours for the timecard period are displayed
- If the timecard includes any time off, the total of the time off hours is displayed in the *Non Worked Hours* column
- The details of each timecard can be seen by clicking the *Details* button

**PRISM TRKS displays 15 timecards on each page**

- If there are more than 15 timecards notifications, the multi-page box appears at the top right side, above the *Detail* and *Action* columns
- You must view a timecard before you can take action on it
- Use the *Next link or >> icon to view the next set of 15 timecards**
Mass Timecard Approval

- Use the Previous link or << icon to view the previous timecards

Caution: In the above example, there are 17 timecards. When you open the Mass Timecard Approval page you will see the first 15 timecards. If you do not click the Next link and view the remaining 17 timecards before you click the Continue button, the two un-displayed timecards will not be approved. They will remain in your Worklist until you view and act on them.
Locked Timecards

- If you launch the Mass Timecard Approval form and do not follow the process all the way through, you might lock the timecard notifications for 20 minutes. The timecards could lock if you do any of the following part-way through the approval process:
  - Close your browser
  - Return to your Home Page
  - Close PRISM TRKS

- If you open the Mass Timecard Approval form and need to close it before completing the process, you can avoid locking the timecards by setting the action on all of the notifications to ‘Skip’ and then clicking the Continue and Submit buttons

- Once the timecards are lock, they cannot be unlocked before the 20 minutes passes

- The locks should release automatically in 20 minutes.

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: Reject, Skip, and Approve Timecards Using Mass Timecard Approval

1. You should still be logged into PRISMTRKS as SPVBXX

2. Using Mass Timecard Approval, review employee O's timecard

3. Enter a comment asking the employee to adjust the timecard to show that sick days were taken on Monday & Tuesday; Reject the timecard

4. Review Employee T's timecard; mark the timecard as skipped.

5. Approve the remainder of the timecard notifications.
Lab 1 Solutions:  Reject, Skip, and Approve Timecards Using Mass Timecard Approval

- You should still be logged in as SPVBXX
- Select the **PRISM TRKS Supervisor** responsibility
- Select the **Mass Time Card Approvals** link

- Find the Notification for Employee O and click the **Details** link
Lab 1 Solutions: Reject, Skip, and Approve Timecards Using Mass Timecard Approval

- Review the Timecard; click the Back button.

- Enter a comment in the Comment field: You took a sick day on Monday and Tuesday. Please adjust timecard.

- Select Reject from the drop-down list in the Action field

- Find the notification for employee T, and click the Details link.
Lab 1 Solutions: Reject, Skip, and Approve Timecards Using Mass Timecard Approval

- Review the Timecard; click the Back button.

- Select Skip from the drop-down list in the Action field.
- Leave the Action field set to ‘Approve’ on the rest of the Timecard notifications.
- Click the Continue button.
Lab 1 Solutions: Reject, Skip, and Approve Timecards Using Mass Timecard Approval

- Review the items in the Rejected, Skipped, and Approved Blocks
- Click the Submit button

- Review the Confirmation page