Create, Update and Submit Timecards

Chapter 2
Create, Update and Submit Timecards

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

- Complete and submit a non-defaulted timecard
- Review, update and submit a defaulted timecard
- Save a timecard for later
- Review timecard history
Recent Timecards Summary Page

The first page in PRISM TRKS is the Recent Timecards page.

- The first time you log in to PRISM TRKS, this page will say ‘No results found’ at the bottom.
- As timecards are saved or submitted they will appear on this page.

- The Timecards displayed on the Recent Timecards page are sorted according to Status.
- Change the sort order by clicking on the Status or Period Ending headings.
• The Recent Timecards page displays 10 timecards.
• To see additional timecards, click the Next link or select a group from the Dropdown list.
• The timecard Delete feature is disabled.
• There is a time limit for correcting timecards.
• The Update feature is disabled for timecards that are outside the correction time limit.

• Timecards can be created by using the Create Timecard button or the Create Timecard tab
PRISM TRKS Timecard

Blank Timecard (Non-Standard/Non-(Defaulted))

- Staff whose work schedule is different from the standard 37.5 hours per week, Monday – Friday are considered to work a ‘non-standard’ schedule
- When staff working non-standard schedules create a timecard, a blank timecard will be displayed
- Non-standard staff must complete the blank timecard each week or use the template functionality to speed up time entry
- Exempt staff must record their standard work schedule and any time taken off
- Non-exempt staff must enter the Hours Types and hours that reflect the hours actually worked/taken off each week
Staff whose work schedule is the standard 37.5 hours per week, Monday – Friday will work with a defaulted timecard.

The default is a timecard ‘shortcut’ designed to speed up time entry when a standard week is worked.

If the defaulted timecard does not match the person’s actual work schedule, the template feature can be used to quickly override the default.

Exempt staff must change the defaulted Hours Type and hour entries to reflect time taken off.

Non-exempt staff must change the defaulted Hours Type and hour entries to reflect the hours actually worked/taken off each week.
Hours Types

- **Hours Types** represent different kinds of work and time off
- **Hours Types** are also referred to as **Elements**
- There are different **Hours Type** lists for salaried exempt; salaried non-exempt and hourly non-exempt staff.
- The **Hours Types** for each group are identified by the characters to the left of the hyphen in the **Hours Type** name
  - Exempt lists start with ‘E’
  - Non-exempt, non-NRA lists start with ‘N’
  - Non-exempt, hourly lists start with ‘H’
Hours Types

- If staff transfer from one group to the other in the middle of a timecard week, the **Hours Type** list will contain two sets of elements.
- If the timecard defaults, the defaults will be split to match the change.
Hours Type Definitions
The following table briefly explains each *Hours Type*. The leading identifier has been omitted because the definition of the *Hours Type* is the same for exempts, non-exempts, etc. For more information on *Hours Types*, please contact your Compensation Analyst.

NOTE: All time off requires advance supervisor approval. Supervisors must be advised of sick time in accordance with HR policy and procedures.

<table>
<thead>
<tr>
<th>Hours Type Name</th>
<th>Brief Definition (Contact Compensation for more details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Suspension Paid</td>
<td>Used when employee is on administrative suspension but is still getting paid</td>
</tr>
<tr>
<td>Approved Absence</td>
<td>Used when paid time off is taken in an rare circumstance and must be approved in advance by Responsibility Center leadership.</td>
</tr>
<tr>
<td>Bereavement</td>
<td>Used when absence is due to a death in the family as outlined in the Staff Handbook</td>
</tr>
<tr>
<td>Comp Time Accrued</td>
<td>FOR SYSTEM USE ONLY. Used to accrue compensatory time for non-exempt staff and post it to the compensatory time balance. Selecting this hours type will cause an error on the timecard</td>
</tr>
<tr>
<td>Comp Time Paid</td>
<td>For non-exempts only. Used when compensatory time is paid instead of accrued</td>
</tr>
<tr>
<td>Comp Time Taken</td>
<td>For non-exempts only. Used when accrued compensatory time is taken as time off</td>
</tr>
<tr>
<td>Dock Time</td>
<td>For non-exempts only. Used when a person does not have any accrued time off to cover an absence. (To reduce an exempt employee’s pay please consult with Human Resources.)</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>Used in special circumstances to record time off given in lieu of a University holiday</td>
</tr>
<tr>
<td>FLSA OT</td>
<td>Generally used by the system in the calculation of overtime for part-time exempt staff whose annual earnings are below the Fair Labor Standards Act (FLSA) minimum. Can be selected manually to override the system overtime calculation or when the system cannot calculate the overtime automatically</td>
</tr>
<tr>
<td>Holiday</td>
<td>Used to record paid time off on a University Holiday.</td>
</tr>
<tr>
<td>Holiday Worked OT</td>
<td>Used by the system on a defaulted timecard to calculate the hours worked on a University Holiday. On a non-standard (blank) timecard, must be entered manually when hours are worked on a holiday. This hours type always pays at time and one half</td>
</tr>
<tr>
<td>Hours Worked</td>
<td>Used to record hours worked</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Used when a person called to Jury Duty</td>
</tr>
<tr>
<td>Military Paid</td>
<td>Used when a person is on military leave and is still getting paid</td>
</tr>
<tr>
<td>Overtime Time and a Half</td>
<td>For non-exempts only. Generally used by the system in the calculation of overtime. Can be selected manually to override the system overtime calculation or when the system cannot calculate the overtime automatically</td>
</tr>
<tr>
<td>Personal Time</td>
<td>Used to record accrued personal time taken off</td>
</tr>
<tr>
<td>Recess</td>
<td>Used to record paid time off during University recess</td>
</tr>
<tr>
<td>Recess Worked</td>
<td>Used when time is worked during University recess</td>
</tr>
<tr>
<td>Release Time</td>
<td>Used to record time away from the job for training or conferences</td>
</tr>
<tr>
<td>Sick</td>
<td>Used to record accrued sick time taken off due to illness</td>
</tr>
<tr>
<td>Vacation</td>
<td>Used to record accrued vacation taken off</td>
</tr>
</tbody>
</table>
Creating and Using Templates

**Delivered Templates**

PRISM TRKS includes two templates that can be used to speed up timecard entry.

- **Work Schedule**
  - This is the default template for Standard employees (employees working a standard M–F 7.5 or 8 hour schedule)
  - This template will not work for Non-Standard employees (those working anything other than a standard M–F 7.5 or 8 hour schedule)

- **Last Timecard**
  - This template will populate your timecard with the entries from your last saved or submitted timecard

**Using the Last Timecard Template**

- Open a timecard
Creating and Using Templates

- Select the *Last Timecard* template from the drop down list in the *Template* field.
- Then click the *Go* button.

The template will populate the timecard.

- If you are selecting a template on a defaulted (pre-populated) timecard, check the *Overwrite* box before clicking the *Go* button to replace the defaulted row(s) with the template row(s).
Creating and Using Templates

User Templates
In addition to the delivered templates outlined above, PRISM TRKS allows you to create your own templates.

Creating a Template

- Open a timecard
Creating and Using Templates

- Complete the timecard as desired
- Enter a name for the template in the Template Name field
- Click the Save As A Template button
- After you click the Save As A Template button, the timecard will reopen (in the case of the example above, it will be blank)

- You can then select your template from the list in the Template field
PRISM TRKS Record Locks

- Certain actions taken by staff or by supervisors/administrators can lock timecards.
- Locks are generally for 20 minutes or for the remainder of the day.
- Twenty minute locks are caused by:
  - Logging out, closing a browser or other interruption while creating/updating a timecard(s).
  - Logging out, closing a browser or other interruption while acting on timecards via the Mass Timecard Approval form.
  - The Error message instructs the user to 'try again in 20 minutes.'
  - If the person who created the lock is the one trying to create/update the timecard, the lock should be released automatically (this does not apply to locks created by the Mass Timecard Approval form).
- Remainder of the day locks are caused by:
  - The weekly process that transfers time entries from the on-line timecard to the payroll.
  - This process will normally run at the end of the work day on Mondays.
  - Once it is run, all transferred timecards will be locked until 12:01 a.m. on Tuesday (or the day after the transfer).
  - The Error message instructs the user to 'try again tomorrow.'
  - Once a record is locked, the lock cannot be released early.

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: Create & Submit Timecard for a Regular Week (Non-Standard)

1. Login to PRISM TRKS as EMPAXX.
2. Create & submit a timecard for August 30, 2009 – September 05, 2009 for a regular work week (7.5 Hours Worked, Sunday – Thursday).
3. Logout
Lab 1 Solutions: Create & Submit Timecard for a Regular Week (Non-Standard)

- Login to PRISM
- Choose the PRISM TRKS Time responsibility
- Click the Time Entry link

- Click the Create Timecard button
Lab 1 Solutions: Create & Submit Timecard for a Regular Week (Non-Standard)

- Select the correct time period from the drop-down list in the *Period* field (August 30, 2009 – September 05, 2009)
- Select the Hours Worked *Hours Type*
- Enter the Hours Worked on the same row
- Click the *Recalculate* button
- Click the *Continue* button

- Review the *Time Entry* and *Details* blocks of the *Review* page
- Click the *Submit* button
Lab 1 Solutions: Create & Submit Timecard for a Regular Week (Non-Standard)

- Confirm the Timecard has been submitted successfully
- Click the Logout link
Lab 2: Create & Submit a Timecard for a Regular Week (Non-Standard Non-Exempt)

1. Login to PRISM TRKS as EMPKXX.
2. Create & submit a timecard for August 30, 2009 – September 05, 2009 for a regular work week (7.5 Hours Worked, Sunday - Thursday).
Lab 2 Solutions: Create & Submit a Timecard for a Regular Week (Non-Standard Non-Exempt)

- Login to PRISM
- Choose the PRISM TRKS Time responsibility
- Click the Time Entry link

- Click the Create Timecard button
Lab 2 Solutions: Create & Submit a Timecard for a Regular Week (Non-Standard Non-Exempt)

- Select the correct time period from the drop-down list in the *Period* field (August 30, 2009 – September 05, 2009)
- Select the *Hours Type*
- Enter the Hours Worked on the same row (7.5 hours Sunday – Thursday)
- Click the *Recalculate* button
- Click the *Continue* button
Lab 2 Solutions: Create & Submit a Timecard for a Regular Week (Non-Standard Non-Exempt)

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Sun, Aug 30</th>
<th>Mon, Aug 31</th>
<th>Tue, Sep 01</th>
<th>Wed, Sep 02</th>
<th>Thu, Sep 03</th>
<th>Fri, Sep 04</th>
<th>Sat, Sep 05</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>N-Hours Worked</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>0</td>
<td>0</td>
<td>37.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Type</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>N-Hours Worked</td>
</tr>
</tbody>
</table>

- Review the *Time Entry* and *Details* blocks of the *Review* page.
- Click the *Submit* button
Lab 2 Solutions: Create & Submit a Timecard for a Regular Week (Non-Standard Non-Exempt)

- Confirm the Timecard has been submitted successfully
- Click the Logout link
Lab 3: Create & Save a Timecard (Non-Standard)

1. Login to PRISM TRKS as EMPJXX.
2. Create & Save a Timecard for August 30, 2009 – September 05, 2009 for Sunday, Monday and Tuesday, 7.5 hours worked each day.
Lab 3 Solutions: Create & Save a Timecard (Non-Standard)

- Login to PRISM
- Choose the *PRISM TRKS Time* responsibility
- Click the *Time Entry* link

- Click the *Create Timecard* button
A non-defaulted (blank) timecard will display for the current week

Select the appropriate time collection week from the drop-down in the Period field: August 30, 2009 – September 05, 2009

Select the Hours Worked Hours Type and enter 7.5 hours on Sunday, Monday and Tuesday

Click the Save button
Lab 3 Solutions: Create & Save a Timecard (Non-Standard)

- Confirm the Timecard has been saved successfully
- Click the *Logout* link
Lab 4: Create and Submit a Defaulted Timecard for a Regular Week (Standard)

1. Login to PRISM TRKS as EMPXXX
2. Create & Submit a Timecard for August 30, 2009 – September 05, 2009 for a regular work week
Lab 4 Solutions: Create and Submit a Defaulted Timecard for a Regular Week (Standard)

- Login to PRISM
- Choose the PRISM TRKS Time responsibility
- Click the Time Entry link

  ![](image)

- Click the Create Timecard button
Lab 4 Solutions: Create and Submit a Defaulted Timecard for a Regular Week (Standard)

- A timecard will display with 1 line already populated with E-Hours Worked (7.5 hours Monday – Friday)
- Select the correct time period from the drop-down list in the Period field (August 30, 2009 – September 05, 2009)
- Click the Continue button
Lab 4 Solutions: Create and Submit a Defaulted Timecard for a Regular Week (Standard)

- Review the *Time Entry* and *Details* blocks of the *Review* page
- Click the *Submit* button
Lab 4 Solutions: Create and Submit a Defaulted Timecard for a Regular Week (Standard)

- Confirm the Timecard has been submitted successfully
- Click the Logout link