Timecard Revisions

Section Objectives

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

- Enter corrections to on-line timecards
- Understand the time limits for making on-line timecard corrections
- Complete a PHPCR form for corrections that cannot be made to on-line timecards
Timecard Revisions

Revisions can be made to on-line timecards after:

- the timecard has been submitted
- the timecard has been approved
- the timecard has been transferred to PRISM HR/Payroll
- the payroll has been processed and checks have been issued

The revised entries will be captured by a retro payroll process and will be included in the next paycheck.

The procedure for correcting submitted timecard entries depends on the payroll a person is on and on how far back the change needs to be made.

- **Timecard Revision Period – Monthly Payroll**
  - Employees on the monthly payroll have 62 days to enter their own timecard corrections
- **Timecard Revision Period – Biweekly Payroll**
  - Employees on the biweekly payroll have 25 days to enter their own timecard corrections
  - Supervisors have the same number of days to enter corrections on behalf of employees
  - Corrected timecards are forwarded for approval in the same manner as the original timecard submission
  - After the stated number of days, the *Update* icon on the timecards is deactivated
  - When an on-line timecard passes the allowable correction period, it can no longer be corrected on-line
  - Changes that must be made to timecards after the allowable number of days must be recorded on a PRISM TRKS Hourly Personnel Certification Report (PHPCR) form and submitted to Payroll
  - Corrections to exempt and non-exempt timecards must be entered on a PHPCR form and submitted to payroll
PHPCR For Timecard Corrections that Cannot be Entered On-Line

General Information

The PHPCR form has been created for unique circumstances in which the online PRISM TRKS timecard cannot be used. Instances where a PHPCR form may be necessary include:

- **Non-Exempt Staff that Work an Additional Work Assignment** (non-exempt only)
  When a full or part-time staff works an approved additional assignment to be paid at a different rate than the staff member’s primary assignment.

- **Non-Exempt Staff that Work a Coaching Assignment** (non-exempt only)
  When a full or part-time staff member works an approved coaching assignment to be paid at a different rate than the staff member’s primary assignment.

- **Non-Exempt Staff that Work a Teaching Assignment** (non-exempt only)
  When a full or part-time staff member works an approved teaching assignment to be paid at a different rate than the staff member’s primary assignment.

- **Need to submit a PRISM TRKS Timecard for a Terminated Staff Member** (exempt & non-exempt)
  Once a staff member is terminated from the University they are locked out of PRISM TRKS. In some instances, timecards will need updated as the staff member may not have submitted a final timecard or needs to submit a previously missing timecard. It is imperative for staff to update any missing and or incorrect timecards to ensure vacation/sick balances are accurate for payment upon termination.

- **Need to Change a Previously Submitted Timecard in PRISM TRKS** (exempt & non-exempt)
  After 62 days (roughly 8 weeks) for monthly staff and 31 days (roughly 4 weeks) for biweekly staff, previously submitted/approved timecards are no longer accessible. A PHPCR must be submitted to correct an old timecard error to ensure compensatory, overtime, and time off balances are updated and correct.

- **Less than Annual Staff who work during the Non-Assignment Period** (exempt & non-exempt)
  When a less than 12 month staff member is approved to work during their designated non-assignment period, hours worked will need to be recorded and paid on the PHPCR form.
PHPCR Form Instructions

General Instructions

- The PHPCR should be submitted in a timely manner; no more than 1 week after the work has been completed for a biweekly staff member and 2 weeks for a monthly staff member.
- The PHPCR form should be signed by the staff member, primary supervisor, and secondary supervisor (if appropriate) before being submitted.
- Completed PHPCR forms should be submitted to the Compensation Department for review prior to being processed by the Payroll Department. You can fax the form to 412-624-8063, send to 100 Craig Hall, or email a scanned copy to hr-compmail@mail.pitt.edu
- Payment for hours worked will be processed and paid in the following pay period (in the normal pay cycle) as long as the PHPCR is submitted to Compensation by the Payroll cutoff date.
- The department initiating the PHPCR should keep a copy on file in order to reconcile timecards and other reports for future reference.

PHPCR Form
## PHPCR Form Instructions

### Specific Instructions

<table>
<thead>
<tr>
<th>Field on the PHPCR</th>
<th>Complete Each Section as Follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period Start Date</strong></td>
<td>Period start date must be a <strong>Sunday</strong> (format as: dd-mm-yyyy, for example: 01-Jan-2010)</td>
</tr>
<tr>
<td><strong>Period End Date</strong></td>
<td>Period end date must be a <strong>Saturday</strong> (this field will auto populate as long as the Period Start Date is completed), date format should be the same as above</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Employee Last Name, First Name, Middle Initial</td>
</tr>
<tr>
<td><strong>Employee Number</strong></td>
<td>Employee number is denoted on the PRISM TRKS timecard (staff have access to their own employee number, as well as their designated supervisor)</td>
</tr>
</tbody>
</table>
| **FLSA/Payroll** | Choose the appropriate FLSA/Payroll status from the drop down menu:  
- Exempt (monthly)  
- Non-Exempt (monthly)  
- Non-Exempt (biweekly) |
| **Category** | Choose a Category Type from the drop down menu:  
- Teaching Assignment  
- Coaching Assignment  
- Additional Work Assignment  
- Termination – No Timecard Submitted  
- Changes to Previously Submitted Timecard  
- Other  
(See definitions of appropriate use of the PHPCR form listed in the General Information section) |
| **Comments** | Provide a detailed description of the work performed or an explanation of why the form is being submitted |
### Specific Instructions (Continued)

| Date Worked | Enter each day of the week in which hours were worked and/or time taken off (vacation, sick, personal) |
| Day         | Confirm the day of the week (note – this field will default to the appropriate day based on the Date Worked entered) |
| Hours       | Denote the actual number of hours worked and/or time taken off (vacation, sick, personal time) |
| Hours Type  | Select the correct hours type from the drop down menu (should correspond w/ FLSA/Payroll status:  
- Biweekly Staff – choose from the Hours Type list that begin with “H”  
- Monthly, Non-Exempt– choose from the Hours Type list that begin with “N” (non-exempt)  
- Monthly, Exempt – choose from the Hours Type list that begin with “E” (exempt) |
| Hourly Rate | Enter hourly rate to be paid (note: for hours designated for overtime, do not list an overtime rate as PRISM will take the hourly rate listed and multiply by 1.5 to derive the overtime rate) |
| Account Number | Provide a University designated account number (32 digits) to charge the hours worked/time off to (multiple account numbers may be listed)  
Account numbers may be differentiated for the following:  
- REG Regular – Regular hours worked or time taken off (vacation, sick, personal time)  
- OT - Overtime earned for hours worked beyond 40 hrs/week  
- CT - Compensatory time earned for hours worked between 37.5 and 40 hrs/wk |
PHPCR Form

Example of Completed PHPCR Form

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: Revise a Timecard after Submission

1. Login to PRISMTRKS as EMPXXX
3. Update it by changing Tuesday to Personal Time (7.5 hours).
4. Submit the revised Timecard.
Lab 1 Solutions: Revise a Timecard after Submission

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

- Click the Update button
Lab 1 Solutions: Revise a Timecard after Submission

- A Timecard will display with 7.5 hours on Monday through Friday for the time period of August 30, 2009 – September 5, 2009

- On the second row, select the Hours Type of Personal Time and enter 7.5 on Tuesday

- On the first row, across from the Hours Type of Hours Worked, change 7.5 to 0 on Tuesday

- Click the Recalculate button
Lab 1 Solutions: Revise a Timecard after Submission

- Click the *Continue* button
Lab 1 Solutions: Revise a Timecard after Submission

- Review the *Time Entry* and *Details* blocks of the *Review* page
- Click the *Submit* button

- Review the *Confirmation* page to confirm the Timecard has been submitted successfully
- Click the *Logout* link