Agenda

- First Five Months
- Missing Timecards
- What is My Balance?
- Personal Time Process – FY 2011
- University Holiday Procedures
- PRISM TRKS Hourly Personnel Certification Report (PHPCR) Form
- Changing Payrolls
- Non Exempt and Exempt Account Distribution (NEAD)
- Staff Terminations
- PRISM TRKS Roles and Functions
- On the Horizon
PRISM TRKS First Five Months
Implementation

- Implemented January 2010
  - 6,500 + employees
  - 2,000 + supervisors

- One of the largest system implementations at the University

Our Approach

- Emphasis on communication
- Go live
- Change management
- Gather feedback
- Continue ongoing developments and future phases
Original Goals

- Automated and updated application of policy and procedures
- Legal compliances
- Non-exempt staff
  - Calculation of compensatory time and overtime
  - Part-time calculation of pay
- Centralized processing and reporting
- Process efficiencies
- Capturing accurate time off balances
Feedback Thus Far

- Why? Why Weekly? Why Hours?
- Balances (Questions/Concerns)
  - Employee view (balances outside of timecard, days not hours, maximum accruals)
  - Supervisor view of employee time off balances
  - Balances detail
  - Negative balances
- Department/RC access
  - Administrators with multiple departments
- 4 day roll up to next supervisor
- Employee going back into timecards
- Timecard locks
System Enhancements to Date

- Increased 4 day roll up to next supervisor to 7 days
- Timecard column descriptions adjusted
- Vacation max accrual & service date added to supervisor report
- Employee Time Off Balances report developed
- Dual assignment process updated (PHPCR form)
- Organization of timecard communications
- Hours Type (Element) descriptions
- Biweekly accruals now display on the first day of the next pay period (Sunday)
- FAQ’s updated
Continued Emphasis on Communication

- Supervisor e-mail distribution list
- PRISM portal page
- Information sessions
- Orientation of new staff
- Revamped timecard message format
- RC communications
Missing Timecards
The Timecards

Average approved each week
- By Noon deadline on Monday – 80% (Approximately 1,300 missing timecards)
- By end of week – 97% (Approximately 200 missing timecards)

Biweekly timecards
- Average – 10% miss the noon deadline (20 timecards)
- Employees will not get paid – FLSA violation
- OHR/Payroll involvement on each
- RC/Supervisor involvement on each
- FIS follows a 10 step process to manually transfer each timecard
- Service charge being considered
Issues

- University and legal compliance issues
- Biweekly employees will not get paid
- Inaccurate and negative time off balances
- Incorrect balances at termination
- Manual adjustments needed via PHPCR form
  - After 62 days for monthly employees
  - After 25 days for biweekly employees
  - Adjusted time will not be reflected in the PRISM TRKS timecard
  - Balances will be updated in PRISM TRKS
- Biweekly must submit “zero” hour timecard if they don’t work

RC/DEPARTMENT ADMINISTRATOR OWNERSHIP NEEDED
What is My Balance?
Vacation and Sick Accruals

- Prorated at time of hire and termination
- Prorated for periods of leave
- Occurs on the last day of each pay period
- Will automatically increase to the next accrual rate on the employee’s anniversary month
## Vacation and Sick Accruals

**Per pay period**

### Salaried, Monthly Accruals
- Last day of the month
- Displayed and available at the beginning of the accrual week

### Hourly, Biweekly Accruals
- Last day of the biweekly (Saturday)
- Displayed on the first day of the next Biweekly (Sunday)

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-Jun</td>
<td>28-Jun</td>
<td>29-Jun</td>
<td>30-Jun</td>
<td>1-Jul</td>
<td>2-Jul</td>
<td>3-Jul</td>
</tr>
</tbody>
</table>

- **Monthly:** Employee can view and use June 1 – 30 accruals.
- **Biweekly:** June 13 – 26 accruals are added and the employee can view and use them.

---

What is My Balance?
Time Off Reductions

- Per Week

- Timecard transfer process occurs once per week (Monday)

- Assumes timecards are submitted and approved before the transfer deadline
Timecard vs. Report Balance

- Employee timecard balances are as of the selected time period (week)

- Time Off Balances report – as of the date at the top of the report
  - Report date is always the Saturday of the last timecards that were transferred

Assumes timely submission and approval of timecards
Personal Time Process
FY 2011
University Policy

- Front loaded on a fiscal year basis on July 1 or start date
- No carry over year to year (July 1)
- No termination payout for unused time

- Full-time staff: 15 hours, Part-time staff: 7.5 hours
  - Prorated per policy in fiscal year of hire

Note:
- Automated with PRISM TRKS
- At June 1, 2010 approximately 3,000 employees with FY 2010 personal time balances
FY 2011 Timing

- Special process to add FY 2011 Personal Time – Sunday, 6/30/2010
- FY 2011 displayed and effective Thursday, 7/1/2010 (per policy)
- 2010 Unused balance removed and lost – 7/4/2010

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-Jun</td>
<td>28-Jun</td>
<td>29-Jun</td>
<td>30-Jun</td>
<td>1-Jul</td>
<td>2-Jul</td>
<td>3-Jul</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FY 2011</td>
<td>FY 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Personal Time added*</td>
<td>Personal Time displayed and effective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-Jul</td>
<td>5-Jul</td>
<td>6-Jul</td>
<td>7-Jul</td>
<td>8-Jul</td>
<td>9-Jul</td>
<td>10-Jul</td>
</tr>
<tr>
<td>Unused FY 2010</td>
<td>5-Jul</td>
<td>University Holiday</td>
<td>7-Jul</td>
<td>8-Jul</td>
<td>9-Jul</td>
<td>10-Jul</td>
</tr>
<tr>
<td>Personal Time reduced*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Special system process run

Spring Information Session – June, 2010
University Holiday Procedures
University Policy

- Regular full-time staff typically receive 10 paid holidays per year (University Calendar)

- Regular part-time staff - only paid for holidays that fall on their regular scheduled workday

- If required to work on a holiday, separate compensatory arrangements will be made
Standard vs. Non-Standard

Standard Employees
- Holidays are populated on PRISM TRKS timecard

Non-Standard staff employees
- Holidays are not populated on the PRISM TRKS timecard
- Holidays must be entered by employee if applicable
Possible Unique Non-Standard Scenarios:

- Full-time employee - holiday falls on their regular scheduled day off
- Full-time or part-time employee works on the holiday and it was their normal scheduled day off
- Full-time or part-time – holiday falls on a regular scheduled day in which the employee typically works more than 7.5 hours
- Non-exempt staff works on a holiday and wants to take the time off later
- Works on an actual holiday vs. the University recognized holiday
Documenting Arrangements

Important to document non-standard arrangements

- Non-standard (days/hours)
- Percent of effort for part-time
- Fluctuating days or standard days
- Rate of pay
- Duration of agreement
- Language pertaining to changing arrangement and periodic review

Note: Further information to be released soon
PRISM TRKS Hourly Personnel Certification Report (PHPCR)
PHPCR Form Uses

- Additional work assignments – Non-Exempt
- Coaching assignments – Non-Exempt
- Teaching assignments – Non-Exempt
- Works during Non-assignment period (NAP) – All Staff
- Timecards for already terminated staff – All Staff
- Updating locked timecards – All Staff

** New format to be released soon
Changing Payrolls
Changing Payrolls

- Affects non-exempt staff only
- FT to PT and PT to FT (PT to PT – No Issues)
- Monthly vs. Biweekly
- Issues to consider when changing payrolls
  - Documentation of arrangement
  - Oracle adjustments (salary, payroll, work hours, % effort)
  - Auto vacation payout
  - Correct processing of timecards
  - Employee planning and cash flow issues
    - Changes in benefits deductions
    - Changes in pay frequency and amount
  - Change in accruals (part-time % of effort ranges)
Changing Payrolls

Department Role
- Submit Employee Record in advance
- Understand payroll issues and timing
- Communicate with employee

OHR and Payroll
- Developing standardized e-mails
- Developing employee and department transition package
- Better communications including payroll deadlines
Non Exempt and Exempt Account Distribution (NEAD) Form
Purpose: The PRISM TRKS online NEAD form maintains account information for staff employees as listed below:

**Salaried, Non-Exempt Staff**
- Compensatory Time
- Overtime
- Vacation and Sick Term Payout
- Salary is distributed through the SPAR

**Hourly, Non-Exempt Staff**
- Regular Time
- Compensatory Time
- Overtime
- Vacation and Sick Termination Payout
- A SPAR is not used

**Salaried, Exempt Staff**
- Vacation and Sick Termination Payout
- Salary is distributed through the SPAR
Implementation Default Logic

Sick and Vacation Payout (All employees)
- Defaulted to the organization account number

Compensatory Time and Overtime (Non-Exempt Only)
- If employee was in the HPCR table with the Straight Time and/or Overtime Time and a Half element, that account number was set up on the NEAD form.
- If employee was not in the HPCR table with the Straight Time and/or Overtime Time and a Half element, or if the employee was in the HPCR table with multiple elements, the organization account number of the employee was used.
Implementation Default Logic

Regular Time (Biweekly Only)

- If employee was in the HPCR table with the Time Entry Wages element, that account number was set up on the NEAD form.
- If employee was not in the HPCR table with the Time Entry Wages element, the organization account number of the employee was used.
- The account information for employees that were converted to the biweekly payroll in January came from the SPAR form.

Note: all future staff hires will be entered by OHR based on information provided by the department in PittSource.
Access and Instructions

Who has access:
- Supervisor
- Assigned Approver

Instructions on how to make updates are available on the PRISM TRKS website
- [http://www.bc.pitt.edu/prism/prismtrks/documents/Supervisor_Chapter_10.pdf](http://www.bc.pitt.edu/prism/prismtrks/documents/Supervisor_Chapter_10.pdf)
Items to Consider for End of FY 2010

Account information is transferred into the PRISM application every Monday after the NOON deadline

Salary Wage Cost Transfer
- Needed to correct if incorrect account is used
- Deadline to submit SWCT forms to Financial Records Services for this fiscal year is June 18, 2010

Final timecards distributed to FY10 labor costs:
- Biweekly - week ending June 12, 2010
  - Timecards transferred on June 14, 2010 at Noon
- Monthly - week ending June 19, 2010
  - Timecards transferred on June 21, 2010 at Noon
Staff Terminations
University Policy

- Must physically be at work on last day of employment
  - Exception: FMLA
- Cannot use vacation/sick/personal time to extend termination date
- Accrues a proration of vacation/sick within the terminating pay period
- Unused vacation time payout in **SUBSEQUENT PAY**
  - Sick time if applicable
- Payout is distributed based upon the accounts on record within the NEAD form
Issues

- LATE EMPLOYEE RECORD FORMS
- Employee Record approval process delays
- Last day worked
- Overpayments of salary and vacation payout
- Changes in last day
- All timecards not submitted and approved prior to termination
- Account information in the NEAD form used for vacation and sick payout is inaccurate – requires salary wage cost transfer
- If applicable, interim supervisor not assigned
- Payroll deadline confusion

Spring Information Session – June, 2010
Department Termination Checklist

- Obtain resignation letter
- Review termination information from the staff handbook
- Transfer or termination (leaving the University)
- Is the terminating employee a PRISM TRKS supervisor?
- Confirm that all final timecards are submitted and approved prior to the final date of employment
- Contact your Payroll Generalist if there is a potential for overpayment
- Submit to OHR: ER, copy of resignation letter, signed separation form
- Verify the account numbers for payout of vacation and sick time prior to termination in the NEAD form
RC/Department PRISM TRKS Checklist

✓ Training/Orientation of new employees and new supervisors
✓ Weekly missing timecards
  ✓ Performance issue (employee or supervisor)
  ✓ Timeliness and Accuracy
✓ Maintenance of Supervisors
  ✓ Current
  ✓ Ongoing - Devise a protocol for replacing and updating supervisors
  ✓ Alternate Approver (department standard??)
  ✓ Assigned Approver (optional)
✓ Accurate Account Distributions
✓ Approval and monitoring of Approved Absences
✓ Termination checklist
✓ Manage non-standard holidays and changing payrolls
## Users and Abilities

<table>
<thead>
<tr>
<th>Abilities</th>
<th>Supervisor</th>
<th>Assigned Approver ¹</th>
<th>Alternative Approver ²</th>
<th>PRISM TRKS Department Administrator ³</th>
<th>PRISM TRKS RC Administrator ⁴</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Workflow E-mail Notifications (Approve/Reject Timecard)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access Worklist Notifications (Approve/Reject Timecard)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Hierarchy</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Entry (Create Timecard for Employee)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Change Manager</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mass Time Card Approvals</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Exempt/Exempt Account Distribution</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Missing Timecard Information (On-line View)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Off Balances (On-line View)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reports – Submit/View in PRISM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTEE810 Weekly Timecard (Export to Excel)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PTEE811 Timecard History by Person (Export to Excel)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PTEE812 Time Off Balances (Export to Excel)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PTER211 Missing Timecard Report (Printable Only)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ After the user has been designated as an Assigned Approver through Vacation Rules, a nightly process will automatically assign the PRISM TRKS Assigned Approver responsibility to the user.

² Alternate Approvers have a “Switch User” button to access the Worklist Notifications.

³ Must request via PRISM Access Information form (Nancy Patuc). Reports are locked down to the user’s Department.

⁴ Must request via PRISM Access Information form (Nancy Patuc). Reports are locked down to the user’s RC. Timecard can be created for any staff employee at the University.
## Payroll Administrator

<table>
<thead>
<tr>
<th>Before PRISM TRKS</th>
<th>With PRISM TRKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collected timecards timely</td>
<td>Ensure timecards are submitted and approved weekly before noon each Monday</td>
</tr>
<tr>
<td>Calculated the compensatory and overtime from the completed time sheets</td>
<td>Automatic</td>
</tr>
<tr>
<td>Adjusted the percentage of effort of non-exempt, part-time staff based on their hours worked each week.</td>
<td>Positive pay – employee input</td>
</tr>
<tr>
<td>Completed HPCR forms monthly for compensatory and overtime distribution by account number</td>
<td>Remind supervisors to review the NEAD form (Future report to be developed to assist in monitoring)</td>
</tr>
<tr>
<td>Payroll reasonability and accuracy</td>
<td>No change</td>
</tr>
</tbody>
</table>

Spring Information Session – June, 2010

**Roles and Functions**
On the Horizon

- Termination process review
- Additional reporting capabilities
  - Compensatory & overtime report
  - Time detail report
  - Employee account distribution report
- RC/department/payroll administrator tool box
- Holiday guidelines – non-standard employees
- Review of resubmission process
- Review of training materials
- Employee Record timelines
- New PHPCR form format
- FMLA process review
Hire Act

- Signed into law 3/18/2010
  - Payroll tax exemption
  - New hire retention credit

- **Qualified Employee**
  - Hired after February 3, 2010 and before January 1, 2011
  - Employee certifies with IRS form WII that they have not been employed 40 hours in previous 60 days

- **HR to issue a letter to all new employees**
  - Voluntary completion
  - Return to HR
  - HR will coordinate with Payroll
Questions

For more information:

Check our project website
http://www.bc.pitt.edu/prism/prismtrks/

Call or e-mail one of the OHR project team members:

- Aynsley Jimenez: 412-624-8047; pauad5@pitt.edu
- Jason Killmeyer: 412-648-3358; jasonk2@pitt.edu