

Timecard Revisions

Chapter 6

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

PRISM		TRKS		PRISM Hourly Personnel Certification Report (PHPCR)			
Time Record Keeping System							
Period Start Date:		Timecard period must be Sunday through Saturday					
Period End Date:							
Name (Last, First, MI):		<u>Account Number Information</u>					
Employee Number:		REG - Regular				Percent	
FLSA/Payroll:							
Category:							
Comments:							
Date Worked	Day	Hours	Hours Type	Hourly Rate	0.00%		
					OT - Overtime		
					0.00%		
					CT - Compensatory Time		
					0.00%		
Total Hours:		0.000					
I have the knowledge and qualifications to certify that the employee worked the hours reported and the charge to the account is proper.							
Employee:		Date:	Phone:	Signature: _____			
Employee Supervisor #1:		Date:	Phone:	Signature: _____			
Employee Supervisor #2:		Date:	Phone:	Signature: _____			
Human Resources Compensation - Initials: _____		Date: _____			Payroll - Initials: _____		Date: _____

PHPCR Form Instructions

Specific Instructions

Field on the PHPCR	Complete Each Section as Follows:
Period Start Date	Period start date must be a <u>Sunday</u> (format as: dd- mm-yyyy, for example: 01-Jan-2010)
Period End Date	Period end date must be a <u>Saturday</u> (this field will auto populate as long as the Period Start Date is completed), date format should be the same as above
Name	Employee Last Name, First Name, Middle Initial
Employee Number	Employee number is denoted on the PRISM TRKS timecard (staff have access to their own employee number, as well as their designated supervisor)
FLSA/Payroll	Choose the appropriate FLSA/Payroll status from the drop down menu: <ul style="list-style-type: none"> • Exempt (monthly) • Non-Exempt (monthly) • Non-Exempt (biweekly)
Category	Choose a Category Type from the drop down menu: <ul style="list-style-type: none"> • 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

PHPCR Form Instructions

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 <u>actual</u> 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): <ul style="list-style-type: none"> • Biweekly Staff – choose from the Hours Type list that begin with “H” (hourly) • 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 <u>not</u> 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: <ul style="list-style-type: none"> • REG Regular – Regular hours worked <u>or</u> 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

Lab 1: Revise a Timecard after Submission

1. Login to PRISMTRKS as EMPXXX
2. Find the timecard submitted for the period August 30, 2009 – September 5, 2009.
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

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Logged In As EMPX22

Worklist [Full List](#)

From	Subject	Sent
There are no notifications in this view.		

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator [Edit Navigator](#)

[PRISM TRKS Time](#)

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

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Time Record Keeping System

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Recent Timecards: Student22, Employee X, 125364

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details
Submitted	30-Aug-2009	05-Sep-2009	37.5	07-Oct-2009			

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- Click the *Update* button

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Time

Time Entry: Student22, Employee X, 125364

[Show Accrual Balances](#)

Period August 30, 2009 - September 05, 2009~

Comments

Template - Work Schedule Exclude Hours Overwrite

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total	Delete
E- Hours Worked	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="0"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	37.5	<input type="button" value="Delete"/>
E- Personal Time	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
Add Another Row									
		0	7.5	7.5	7.5	7.5	7.5	0	37.5

Template Name

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- 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



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Time

Time Entry: Student22, Employee X, 125364

[Cancel](#) [Save](#) [Continue](#)

[Show Accrual Balances](#)

Period: [ID](#)

Comments:

Template: Exclude Hours Overwrite [Go](#)

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total	Delete
E- Hours Worked	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="0"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	30	
E- Personal Time	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	7.5	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
Add Another Row Recalculate	0	7.5	7.5	7.5	7.5	7.5	0	37.5	

Template Name: [Save As A Template](#)

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- Click the *Continue* button

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Review: Student22, Employee X, 125364

[Cancel](#) [Back](#) [Submit](#)

Week Starting Sunday, August 30 2009

Timecard Period (days) 7

Comments

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total
E- Hours Worked	Hrs	Hrs 7.5	Hrs 0	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	30
E- Personal Time	Hrs	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	7.5
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

Time Detail

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total
E- Hours Worked	Hrs	Hrs 7.5	Hrs 0	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	30
E- Personal Time	Hrs	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	7.5
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

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



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Confirmation

Time entries for the given timecard period have been submitted successfully.

Confirmation: Student22, Employee X, 125364

Week Starting Sunday, August 30 2009

Timecard Period (days) 7

Comments

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total
E- Hours Worked	Hrs	Hrs 7.5	Hrs 0	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	30
E- Personal Time	Hrs	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	7.5
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

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