Information Session 2
Agenda

- PRISM TRKS Roles and Responsibilities
- Training for Supervisors and Employees
- Final Data Gathering
- Compensatory Time
- Biweekly Pay Change for Non-Exempt, Part-Time Staff
- New Part-Time Accrual Ranges
- Exempt and Non-Exempt Overview
- Next Steps
- Questions
Forthcoming Procedural Modifications

- Online timecards completed and submitted weekly
- Supervisors approve time online weekly
- All time worked and time off recorded in hours, not days
- System calculates (and pays out) compensatory time and overtime for non-exempt staff
Policy Enhancements

- Part-time staff vacation and sick accrual rates based on new percentage of effort ranges
- Approved absences
- Prorated vacation and sick accruals in hire and terminated months (also leave of absence)
PRISM TRKS Roles and Responsibilities

What is a Supervisor?

The person with primary responsibility for performing or ensuring the performance of some or all of the following tasks:

- Interview/selection/hire
- Orientation/training/development
- Establish/monitor work schedule
- Work assignment/review
- Performance appraisal
- Personnel actions
- Approving time
PRISM TRKS Roles and Responsibilities

- Supervisors will need to approve employee’s timecards in PRISM TRKS weekly

- Non-Pitt Supervisors (UPMC, UPP, etc.) will have the ability to access PRISM TRKS and approve timecards

- Options for delegation of supervisor approval (Assigned Approver):
  - Permanent
  - Temporary (vacation, leave of absence, etc)

- Options for assigning a back up approver (Alternate Approver)
## PRISM TRKS Roles and Responsibilities

<table>
<thead>
<tr>
<th>PRISM TRKS User</th>
<th>Description</th>
<th>Created By</th>
<th>Can create/update/submit timecards for employees?</th>
<th>Can approve timecards?</th>
<th>Receives PRISM TRKS E-mail Notifications?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>All classified staff excluding temporary employees and coaches</td>
<td>PRISM TRKS Implementation and/or at the time of hire</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
<td>The person with primary responsibility for performing or ensuring the performance of the following tasks: Interview/selection/hire, Orientation/training/development, Establish/monitor work schedule, Work assignment/review, Performance appraisal, Personnel actions</td>
<td>PRISM TRKS Implementation or at the time of selection for new employees</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes, if no Assigned Approver is established</td>
</tr>
<tr>
<td><strong>Alternate Approver</strong></td>
<td>A person designated by a supervisor to approve that supervisor's employee's timecards in a backup capacity.</td>
<td>Employee's Supervisor</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Assigned Approver</strong></td>
<td>A person designated by a supervisor to assume responsibility for reviewing and approving that supervisor's employee's weekly timecards either on a temporary or permanent basis. <em><strong>This person must have direct knowledge and approval responsibility for the employee's time off and hours worked</strong></em></td>
<td>Employee's Supervisor</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Timecard Administrator</strong></td>
<td>The person with administrative responsibility over an entire responsibility center, but has direct reporting responsibilities with few or no staff. Responsible for monitoring budgets to assure that straight time and overtime payments are done correctly and to the accurate account. This individual will have reporting responsibilities in PRISM TRKS to monitor such things as missing timecards, compensatory and overtime, and payment of sick and vacation time.</td>
<td>PRISM User Access Form</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>
PRISM TRKS Training

- **Supervisor Training** – November and December 2009
  - Computer Based Classroom Training (Extensive, hands on)
  - Web Conference Presentation
  - Computer Based Training

- **Employee Training** – December 2009 and January 2010
  - Computer based training accessible via the web
Final Data Gathering

- Spreadsheets will be sent to RC Heads on November 23, 2009
- Data being collected:
  - Vacation, Sick and Personal Time Balances (Projected to December 31, 2009)
  - Supervisor
  - Verify all pre-populated information is accurate on the spreadsheet
- Final spreadsheets due no later than December 11, 2009
- Procedures will be available to make adjustments in January
Final Data Gathering

Note:
If information is not received by December 11, staff in your area will have zero balances recorded in PRISM TRKS for vacation, sick and personal time at the start of January 2010.
Final Data Gathering

Administrator/Department Responsibility:

- Project the vacation and sick balances for December 31, 2009 by:
  - Adding the December accruals to the November balance
  - Deducting any planned time off for December
  - Advising employees to have requests for time off in December submitted as early as possible
- Compensatory time balances for non-exempt staff will not be collected.
- Keep track of vacation and sick time used that was not prescheduled and not included on the projected balance loaded into PRISM TRKS.
Note:
If information is not received by December 11, staff in your area will have zero balances recorded in PRISM TRKS for vacation, sick and personal time at the start of January 2010.
Compensatory Time for Non-Exempt EE’s

- Compensatory time applies to non-exempt employees assigned to a 37.5 hour schedule who work between 37.5 and 40 hours in a week.

- Employees may accrue a maximum of 2.5 hours of compensatory time per week.

- Compensatory time must be used by the payroll cut-off of the following pay period in which it was earned or it will be automatically paid out.
Compensatory Time Data Gathering

- Do not include balances on the data gathering spreadsheet
- Process December compensatory time manually (existing HPCR process)
- Further instructions on how to set up 1/1/2010 beginning compensatory time balances will be forthcoming
Biweekly Pay Change

- Affects ONLY employees who meet all of the following criteria:
  - Staff
  - Part-time
  - Non-Exempt
  - Regular (not temporary)
- Non-Exempt, Part-Time Staff hired after October 1, 2009 – directly into biweekly pay
- Communications sent to:
  - Department Administrators
  - Affected Employees (170 total)
- Changes (Effective January, 2010):
  - Paid every other week (biweekly)
  - Benefit and other deductions paid on a different schedule
  - Only paid for hours entered and approved in Prism TRKS effective January, 2010
New Part-Time Accrual Ranges

- **ALL** part-time staff will accrue vacation and sick according to NEW Ranges (Effective January, 2010).

- PRISM TRKS will automatically calculate vacation and sick time accruals.

- RC and Department Administrators will receive more detailed communication regarding the new ranges

- Part-time staff will receive a letter with new ranges and new accrual rate.

- New part-time accrual rate will be listed in the final data collection spreadsheet.
# New Part-Time Accrual Ranges

**Vacation Time Accrual Ranges for Part-Time Staff:**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>80% to 99%</th>
<th>60 to 79%</th>
<th>40 to 59%</th>
<th>20% to 39%</th>
<th>0% to 19%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hrs per Month</td>
<td>Max Hrs per Year</td>
<td>Hrs per Month</td>
<td>Max Hrs per Year</td>
<td>Hrs per Month</td>
</tr>
<tr>
<td>0-5 years</td>
<td>5.625</td>
<td>67.5</td>
<td>4.375</td>
<td>52.5</td>
<td>3.125</td>
</tr>
<tr>
<td>6 to 10 years</td>
<td>8.438</td>
<td>101.25</td>
<td>6.563</td>
<td>78.75</td>
<td>4.688</td>
</tr>
<tr>
<td>11 to 20 years</td>
<td>11.250</td>
<td>135.0</td>
<td>8.750</td>
<td>105.0</td>
<td>6.250</td>
</tr>
<tr>
<td>21 or more years</td>
<td>14.063</td>
<td>168.75</td>
<td>10.938</td>
<td>131.25</td>
<td>7.813</td>
</tr>
</tbody>
</table>

***Part-Time ranges are not effective until 1/1/2010***
New Part-Time Accrual Ranges

Sick Time Accrual Ranges for Part-Time Staff:

<table>
<thead>
<tr>
<th></th>
<th>80% to 99%</th>
<th>60% to 79%</th>
<th>40% to 59%</th>
<th>20% to 39%</th>
<th>0% to 19%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hrs per Month</td>
<td>Max Hrs per Year</td>
<td>Hrs per Month</td>
<td>Max Hrs per Year</td>
<td>Hrs per Month</td>
</tr>
<tr>
<td></td>
<td>6.75</td>
<td>81.0</td>
<td>6.35</td>
<td>63.0</td>
<td>45.0</td>
</tr>
<tr>
<td></td>
<td>(10.8 days)</td>
<td>(8.4 days)</td>
<td>(6.0 days)</td>
<td>(3.6 days)</td>
<td>(1.2 days)</td>
</tr>
</tbody>
</table>

***Part-Time ranges are not effective until 1/1/2010***
Exempt and Non-Exempt Overview

General Tips to Remember:

Exempt Staff:
- Are paid to get the job done
- Will now record hours in PRISM TRKS
- Will not receive additional compensation for working more hours

Non-Exempt Staff:
- By law, must be paid for each hour worked
- Must **not** work during designated meal and break periods
- If working during such times, those hours must be paid
- Must receive comp time if hours worked over 37.5 up to 40 per wk
- Must receive overtime pay if hours worked exceeds 40 hrs per wk
- PRISM TRKS will serve as the official record to time – supervisor approval is crucial!
Next Steps

- Final Data Gathering: November, 2009
- Supervisor Training: November/December, 2009
- Employee Training: December, 2009/January, 2010
- Data upload: December, 2009
- PRISM TRKS Go-Live: January, 2010
Questions

For more information:

- Check our project website
  http://www.bc.pitt.edu/prism/prismtrks/
- Monthly project update memos
- Call or e-mail one of the OHR project team members:
  - Jennifer Beu: 412-624-8053; pauju5@pitt.edu
  - Aynsley Jimenez: 412-624-8047; pauad5@pitt.edu
  - Jason Killmeyer: 412-648-3358; jasonk2@pitt.edu