PAYROLL HOURS WORKED REPORTING PROCEDURE

I. Purpose and Scope:

The purpose of this procedure is to identify the various methods of reporting hours worked for payroll purposes, and for identifying responsibilities and guidelines that will help ensure a complete and accurate payroll. It does not provide specific step-by-step instructions for each type of hour reporting, as those details are available elsewhere.

II. Responsibility for implementing procedure

The responsibility for ensuring hours are reported properly falls to:

A. Designated Department Administrators

B. Employees

C. Employee supervisors

D. University departments with Payroll Time Entry (PTE) responsibility

III. Procedure:

Hours must be reported to Payroll each pay period for all non-exempt employees and classified exempt staff by the published deadlines to ensure timely and accurate payment. Deadlines for reporting hours are published on the Payroll department website at: http://www.cfo.pitt.edu/payroll/duedate.html

The following methods are used for time submission in the HR/Payroll system:

A. PRISM TRKS online timekeeping system

Exempt and non-exempt classified staff, students, Federal Work Study students and All Temp employees record daily hours online through PRISM TRKS.

Information and procedures on the PRISM TRKS online timekeeping system can be found on the PRISM TRKS website at http://www.cfo.pitt.edu/prism/prismtrks/.

B. Online Payroll Time Entry by department (PTE)

Departments using Monthly PTE to submit time must summarize employee paper time
Add new account or submit an inquiry at http://www.cfo.pitt.edu/payroll/inquiries.php
C. System feed from departmental automated time collection system

Hours from department time clock systems or online data entry systems must be imported into the HR/Payroll system by the required payroll deadlines.

Time entered by the employee must be authorized by the employee’s supervisor. If a password or other secure identifier is not required by the department’s system, an original paper time record must be signed by the employee and authorized by the employee’s supervisor.

D. Federal Work Study Time Records

For specific information on the Work Study program or if you have other questions, visit the Work Study Office web site at www.pitt.edu/~oafa/wrkstdy.html

E. All Temp Time Record

For specific information on All Temps visit http://www.hr.pitt.edu/managers/all-temps

IV. Documentation:

PRISM TRKS website at http://www.hr.pitt.edu/careers/prism-trks

Compensation, classification, and overtime regulations:
http://www.hr.pitt.edu/compensation-classification

Student Workers: http://www.hr.pitt.edu/students


V. Records:

Original, signed paper time records must be retained by departments for a period of 3 years.

Electronic time records must be maintained in time keeping systems for a period of 3 years.