

PTE Hourly Time Entry Responsibility

The PTE Hourly Time Entry responsibility allows administrators to view hours from approved weekly time cards for Federal Work Study employees and Student Workers.

- All Current *PTE Hourly Time Entry* users will continue to have this responsibility.
- Batches are normally available for review each Tuesday morning. Exceptions will apply for holidays.
- This responsibility provides access to weekly batches to view all approved student time for your authorized account numbers. TEAM forms can be updated for students appearing in your batch but changes will not apply to information already appearing in the batch. (Please see below for additional TEAM Form access instructions)
- Submit an inquiry at <http://payroll.pitt.edu/contact-2/> for account number access changes and establishment of new accounts.

Quick Access Instructions:

- 1) Log in to PRISM.
- 2) Select *PTE Hourly Time Entry* responsibility from the Main Menu.
- 3) Select *Biweekly Timecards* from the Employee Group drop-down menu and select the proper biweekly pay period from the *Period* drop-down menu.
- 4) Click *Go*. Batches for the selected pay period will appear. Please note that batches are now organized by week and not by account number.

Time Entry Batch Selection Screen:

- 5) Click on a completed batch to view entries. You will have access to view students based on the account numbers for which you have access in the PTE Security Tables, but you will not be able to make changes within the batch. While TEAM Forms can be accessed by clicking on account numbers within completed batches, any TEAM form changes will not apply to information already appearing in the batch.

Time Entry Screen:

- 6) Some entries may be in an error status due to an invalid account number or other issue. If an error batch is listed on the *Time Entry – Batch Selection* screen, please select the batch to ensure that no students from your area are in an error status. If a student is in an error status, please contact your Payroll Representative for resolution instructions.

Temporary Employee Account Management (TEAM) Form Quick Access Instructions:

- 1) Click on the “PRISM TRKS Supervisor” responsibility.
- 2) Click on the “Non-Exempt/Exempt Account Distribution” link.
- 3) Click on the employee’s name.
- 4) Click on “Edit” button across from account to be changed.
- 5) Enter a date in the “End Date” field. This is the day before the effective date of the new account.
- 6) Click on “Add Row” button.
- 7) Enter the effective date of the new account in the “Start Date” field. This should be the day after the date entered in “End Date” field.
- 8) Enter the account number in fields provided (Entity, Dept, etc.).
- 9) Click “Apply” button.
- 10) Confirm data has been saved.
- 11) Click on “Back” button to return to Employee Accounts form or click on “Home” or “Logout” links.
- 12) If a required Task is not displayed on the TEAM, please refer contact Human Resources at 412-624-7000, Option 3.

TEAM Form:

The screenshot displays the Oracle PTE Hourly Time Entry interface. At the top, there is a navigation bar with 'ORACLE PTE Hourly Time Entry' and links for 'Navigator', 'Favorites', 'Home', 'Logout', and 'Preferences'. Below this is the 'Employee Accounts' section with 'Create Primary Task' and 'Create Subsequent Task' buttons. The 'Employee Details' section shows fields for Name, Emp# (redacted), Job (Student FWS On Campus), Payroll (PRT Student Hourly), and Act Status (Active Assignment). There is a checkbox for 'Show Ended Tasks'. The 'Task Listing' section contains a table with columns: Details, Primary, Task Name, Task Description, Task Start Date, Task End Date, FWS, Current Rate, Current Supervisor, Current Account, and Edit. A single row is visible with 'Neurology' as the task name and '21-Dec-2014' as the start date. At the bottom, there are 'Home', 'Logout', and 'Preferences' links, and a copyright notice for 2009.

Details	Primary	Task Name	Task Description	Task Start Date	Task End Date	FWS	Current Rate	Current Supervisor	Current Account	Edit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Neurology		21-Dec-2014		<input checked="" type="checkbox"/>	8.15		04.35424.5763.25532.000000.00000.00000.N	<input type="button" value="Edit"/>