PTE TEAM Dept Administrator Responsibility

The PTE TEAM Dept Administrator responsibility allows administrators to view and edit TEAM Forms. Access to TEAM Forms is based on the account numbers for which administrators have access in the PTE Security Tables.

- *PTE Hourly Time Entry* Primary and Secondary timekeepers were automatically granted this responsibility.
- Others needing to add this PRISM responsibility must complete and sign a PRISM Access Form
- This responsibility provides access to update the TEAM Form anytime for students assigned to your authorized account numbers. (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 TEAM Dept Administrator* responsibility from the Main Menu.
3) To locate a specific employee's TEAM Form, click on the *+* in front of the appropriate account number and click on the name.

TEAM Accounts Screen:

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: