



IMPORTANT INFORMATION FOR STUDENT EMPLOYEES (INCLUDING THOSE THAT RECEIVE FEDERAL WORK STUDY (FWS))

Effective December 21, 2014

The Department of Human Resources-Student Employment is pleased to announce upcoming changes to the frequency of your pay, as well as to the way you record and submit your hours for time worked.

PAY PERIOD CHANGE

All Student Employees will begin to be paid on a biweekly basis (every two weeks) and will no longer be paid on a monthly basis. This first biweekly pay period begins on Sunday December 21, 2014 and ends on Saturday January 3, 2015. The hours worked, submitted, and approved for that time period will be paid on Friday January 9, 2015. Click [here](#) for a listing of each biweekly pay cycle for calendar year 2015.

The last student monthly pay process will be for the pay earned from November 16, 2014 through December 15, 2014 and paid on December 16, 2014. Any December hours worked but not included in the December 16, 2014 pay will be included in the January 23rd biweekly pay.

AUTOMATED TIME RECORD KEEPING SYSTEM (PRISM TRKS)

An automated timecard solution is being implemented through the University's online time and attendance system PRISM TRKS (Time Record Keeping System). This system is easy to use and is accessible from any computer and most mobile devices with internet accessibility.

Effective December 21, 2014, All Student Employees must record all hours worked in the University's online PRISM TRKS system.

Listed below are important details regarding PRISM TRKS implementation for all Student and FWS Employees:

- Each week you must complete and submit online timecards to your supervisor, recording hours worked by day.
- This timecard must be submitted to and approved by your supervisor by noon (12pm) each Monday for the previous week.
- Submitted and approved timecards are interfaced directly with the payroll system.
- Accessing PRISM TRKS is quick and easy with your University username and password through MY.PITT.EDU. (Begins 12/21/2014)

Click on the following links for:

- [Frequently Asked Questions](#)
- [Quick start training guide to help you navigate PRISM TRKS](#)

If you have any questions, please contact your Supervisor or contact Donna in the Human Resources Office at (724) 836-9875 or contact Brandi Darr in the Financial Aid Office at (724) 836-7167.