

Employee

About Requests

This is a step-by-step guide on how to create a request in the PRISM system. For this sample we are going to submit a Gym Membership Reimbursement Request. Other requests follow the same basic principal, just choose the option of the request preferred.

There are a variety of requests you can make through the PRISM **Requests** app:

Request Type	Who Can Submit?	
457 Vacation Deferral	Employee as Self	
Childcare Allowance	Employee as Self	
Edit to Existing Custom Report Request an edit to an already existing custom report	Benefits Administrator Classification Budget Partner Executive Recruiter HR Partner	Legislative Finance Partner Payroll Partner Recruiter Recruiting Administrator
Employee Job Analysis	Employee as Self	
Gym Membership Program	Employee as Self	
New Custom Report Request This change request is for the creation of a new custom report	Benefits Administrator Classification Budget Partner Executive Recruiter HR Partner	Legislative Finance Partner Payroll Partner Recruiter Recruiting Administrator
Add Custom Time Detail Value Used to identify new values that need to be added to the Time Detail 1 and Time Detail 2 values list	Manager; Project Controller	
Create/Update Project or Project Assignment Used to create/update a project or a project resource assignment	Manager; HR Partner	
Physical Fitness Stipend	HR Partner	

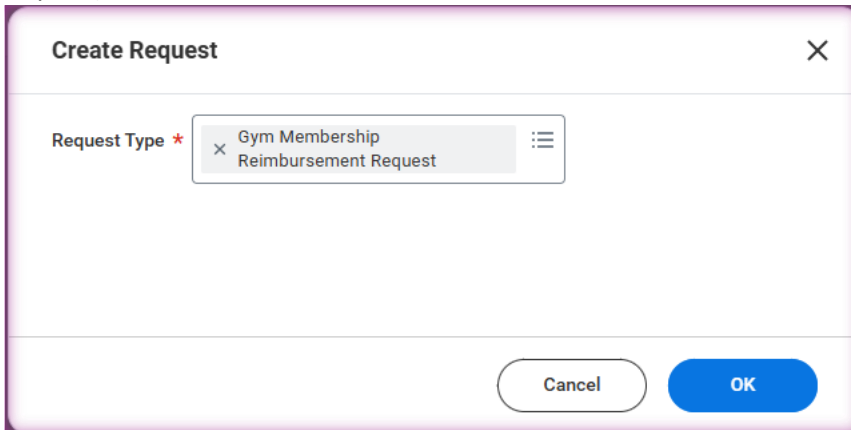
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<p>Finance and Project Security Role Assignment Change Request This request is for updating security role assignments relating to finance and projects</p>	<p>Finance Security Coordinator Finance Security Partner Legislative Finance Partner</p>	
<p>Mgr or HR Initiated Job Analysis Request</p>	<p>Manager; HR Partner</p>	
<p>Nursing Student Loan Reimbursement</p>	<p>Executive Branch Employees</p>	
<p>Payroll Security Role Assignment Change Request This request is for updating security role assignments relating to payroll</p>	<p>Appointing Authority Benefits Partner Classification Budget Partner Executive Director Finance Security Coordinator Finance Security Partner HCM Security Coordinator HCM Security Partner</p>	<p>HR Administrator HR Executive HR Partner Implementers Legislative Finance Partner Manager Payroll Partner Security Administrator</p>
<p>Security Role Assignment Change Request This request is for updating security role assignments relating to Human Capital Management (HR roles, Manager, etc.) Note: This form does not include finance, project, or payroll security roles</p>	<p>Appointing Authority Benefits Partner Classification Budget Partner Executive Director Finance Security Coordinator Finance Security Partner HCM Security Coordinator HCM Security Partner HR Administrator</p>	<p>HR Executive HR Partner Implementers Legislative Finance Partner Manager Payroll Partner Security Administrator</p>
<p>VEIP - Flexible Position Staffing, VEIP - Sporadic Leave, VEIP - Reduced Workweek, VEIP - Unpaid Leave</p>	<p>Executive and Legislative Branch Employees</p>	

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Create a Request

1. Search **Request** and click the **Create Request** task.
2. Click into the **Request Type > All** field and select the request you'd like to submit (for this exercise, choose Gym Membership Reimbursement Request) then click **OK**.



Create Request [X]

Request Type *

Cancel OK

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3. You will see help text with instructions on completing your chosen Request type. **Review the instructions, then complete all of the required fields. Below is just a sample of some of the fields:**

Gym Membership Reimbursement Request 01/01

Gym Reimbursement Request

Please review the link for program requirements and reimbursement eligibility guidelines before initiating a request for reimbursement [HERE](#).

I certify that the information provided below is valid and accurate. I understand that submitting false or fraudulent information and/or documentation may result in progressive discipline up to and including discharge.

Gym Information: Please complete all applicable information Gym Name (Required)

Gym Location (Required)

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4. To add an attachment, drag and drop the file(s) into the Attachments field, or click **Select Files** and click the attachment. To add an attachment, drag and drop the file(s) into the Attachments field, or click **Select Files** and click the attachment.

Amount Paid (Required)

Attach Proof of Payment and Proof of Attendance.
(Required)

Drop files here

or

Select files

*If you purchased 2-person or family membership provide the gym's standard monthly rate for individual membership

4. Click **Submit**. You can monitor your request through your PRISM inbox archive, or by running the **My Requests** report.