PRISM Compliance Management
Vendor Rollout Series
PRISM Vendor User Training
Agenda

1. Introduction
2. PRISM Overview
3. Accessing PRISMCompliance.com
4. PRISM Compliance Management
   - Prime & Sub Responsibilities
   - PRISM Acknowledgements
5. PRISM Labor Management
6. PRISM Workforce Management
7. PRISM Vendor Search
8. PRISM Administration
9. PRISM News & Events
10. PRISM Workshops
11. PRISM Resources
1.0

Introduction
The purpose of this class is to train vendors in the use of the PRISMCompliance.com portal.

We are using this portal to facilitate the collection, tracking, and reporting of diversity inclusion and outreach efforts.
2.0
PRISM Overview
Objectives

Upon completion of this module, you should be able to:

1. Describe the PRISM application
2. Describe the components of the PRISM Portal
3. Describe how it will assist with reporting
The PRISM Solution for Vendors

- PRISM Compliance Management
- PRISM Support Site
- Vendor Tutorials
- Jurisdiction help desk support
- Vendor-Based Services
2. PRISM Overview

2.1 Modules of PRISM application

PRISMCompliance.com

PRISMCompliance.com offering . . .

Vendor Management
• eDirectory
• Vendor Profile Management

Compliance Management
• Prime and Sub Payment Transactions
• Proactive Compliance Notifications

Labor Management
• Automatic Notification
• Web-based Certified Payroll Submission

Workforce Management
• Workforce Utilization by various criteria including hours or individual participation

Outreach and Announcements
• Vendor Webinars and Training
• Bulk eMail Capability
• Mailing Labels

Certification Management
• Online Certification Application
• Automatic Notification of Recertification
2. PRISM Overview

2.2 PRISM Portal

Access to a searchable database of vendors

Login to do your compliance reporting here

Forgot your Password? Click here and have it emailed to you.

Latest Product News

PRISM Support

PRISM 2012 R1 is here!

The first release of 2012 is here! Many Jurisdictional enhancement requests highlight the latest and greatest version of PRISM ever. Some of the more prominent features include:

1. Key Word Search: The Key Word Search has replaced the list all function in Vendor, Contract, Compliance, and Certification management. Now users will be able to type in Key Words and PRISM will search selected fields for matches.

2. PRISM Fax: Vendors will now be able to fax documents (checklist items) through the certification module in PRISM when filling out certification applications.

3. Quick Vendor Add: Have you ever been in the process of entering a contract only to find out that a vendor is not registered in PRISM? Previously you would have had to place the contract on hold, exit to vendor management, add the vendor manually and then continue with the contract. Now, with Quick Vendor Add, you can simply input a tax id and vendor name and continue along with the contract.

4. Preview Email: Now when sending correspondence to vendors the email you are sending will be shown on the confirmation page instead of having to select preview. It’s just another way PRISM is working to make your job less demanding.

5. Warn if Not MBE: This is a proactive step that PRISM takes to ensure that users are aware if they are attempting to assign a diversity role to a vendor that no longer carries that certification.
3.0
Accessing PRISMCompliance.com
Objectives

Upon completion of this module, you should be able to:

1. Access PRISMCom compliance.com
2. Change your password
3. Accessing PRISMCompliance.com

3.1 PRISM Portal – https://pro.prismcompliance.com

Your data is secure

Login here…

Forgot your password?
3. Accessing PRISMCompliance.com

3.2 The first time you log in

- You are **Required** to change your password
- Passwords must be at least eight (8) alphanumeric characters
4.0 PRISM Compliance Management
Objectives

Upon completion of this module, you should be able to:

1. Discuss the Compliance Management workflow
2. Understand the List and Search capabilities of PRISM to navigate the compliance database
3. Describe how the Prime and Subcontractor Payment/Invoice Reports are entered into PRISM
4. Understand where to find a list of payments/invoices associated with a contract
5. Describe the acknowledgements sent from PRISM for Payment Reports
4. PRISM Compliance Management

4.1 Compliance Workflow

Contract and Sub Contract participation Plan is entered into the system by your Jurisdiction

Prime and Subcontractor are sent a contract acknowledgement email. This is optional and may vary by jurisdiction.

Prime and Subcontractor begin work

Primes enters invoice and payment reports into PRISM

Email Acknowledgement is sent from PRISM to the sub for verification of payments from prime
4.  PRISM Compliance Management

4.2 Vendor View after logging in

- Select Compliance Management
4. PRISM Compliance Management

4.3 Compliance Management Module

- List all Contracts that you (Vendor) are participating on
- Search all Contracts that you are participating on
4.4 Listing Contracts Awarded

- **Select** List All Contracts

- Shows:
  - Contract Number
  - Contract Name
  - Role (Prime or Sub)
  - *Industry
  - *Buyer Name
  - *Departments
  - *Denotes that the field is optional

- Hard Hat Indicates payroll requirement

- All columns may be sorted by selecting the column header
4. PRISM Compliance Management

4.5 Searching for Contracts Awarded to You

- **Select** Search For Contracts

- **Select one of the following criteria:**
  - Contract Number
  - Contract Name
  - Award Amount
  - Custom Fields
  - Department
  - Industry
  - Jurisdictional Payment Amt.
  - Jurisdictional Payment Date
  - Prime Payment Amt
  - Prime Payment Date

- **Select “Search”**

Hint: Enter “%” sign in front of the search criteria to show all.
4. PRISM Compliance Management

4.6 Reporting Activity to a Contract

- If you are the **Prime**, then you will be reporting payments to the **Subcontractors**. **AND** Payments received from the City of San Diego.

- If you are the **Subcontractor**, then you will be verifying payments sent from the Prime.
4. PRISM Compliance Management

4.7 Adding a Prime Payment Report (Payee to subordinate for N-tier)

- Prime Contractor Report of a Payment to a subcontractor

- Complete the fields
  - Sub (select from list)
  - Invoice number
  - Invoice Amount
  - Amount Paid
  - Reference (if previously used inv. Number)
  - Date Sent
  - Indicates no payment activity

- Click ‘Add Payment’
4. PRISM Compliance Management

4.7 Adding a Prime Payment Report (Uploading Verification)

- From List of Previous payments select the ‘REF’ paperclip icon

- Select ‘Browse” to upload Document
4. PRISM Compliance Management

4.8 Add a Jurisdictional Payment Report

- Enter the following:
  - PO Number
  - Amount
  - Payment Date
  - Issue Date
  - Reference (check#)

- Select ‘Add Payment’
4. PRISM Compliance Management

4.9 Listing **Subcontractor** Invoice Reports

- List all Invoice Reports submitted by Primes
- Confirm Payment by clicking link
4. PRISM Compliance Management

4.10 List Prime Payment Reports

- List all Payment Reports made by Prime

- List will show subs ‘Amount Received’ AND “Acceptance Status”
4. PRISM Compliance Management

4.11 Payment Acknowledgement

- Email to subs with option to validate payment

- Payment Status Indicator
  - Accept
  - Not Accept
  - Payment Discrepancy

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**Prism Compliance**

**Payment Acknowledgement**

<table>
<thead>
<tr>
<th>Prime Name:</th>
<th>City Contractors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number:</td>
<td>K613</td>
</tr>
<tr>
<td>Contract Name:</td>
<td>Design and Installation</td>
</tr>
<tr>
<td>Invoice Number:</td>
<td>12</td>
</tr>
<tr>
<td>Invoice Amount:</td>
<td>$32,000.00</td>
</tr>
</tbody>
</table>

The City of San Diego’s Equal Opportunity Contracting Program (EOCP) is responsible for verification of subcontractor utilization and the prime contractor’s compliance with prompt payment to listed subcontractors and suppliers. According to our records, your firm is listed as a subcontractor, vendor or supplier for the above listed project.

A prompt response is imperative for accurate verification of the amount paid to your company, as well as any amounts owed.

Your cooperation is requested in reviewing the instructions and completing the appropriate information listed below.

Thank you,

Purchasing & Contracting Department
Equal Opportunity Contracting Program

If you have received the amount of $32,000.00 you may click here to **Acknowledge Receipt**.
(Note the payment may take a few days to reach you.)

If you have received a payment for invoice 12 and it is not the amount of $32,000.00, please log into PRISM and report the amount you received.

If you have waited for the payment to invoice 12 and have not received any amount, then please click here to indicate you have not received the payment.
4. PRISM Compliance Management

4.12 Payment Acknowledgement

- Verifying through User Interface

- If you did not receive the amount indicated by the prime, enter your actual amount received.
5.0 PRISM Labor Management
The following steps details the Labor Management Module Workflow.

- **Manage Employee Profiles** (As Needed)- This is done once for each employee and then revisited as needed. Here you will identify all demographics related to the employee including: ethnicity, gender, address, new hire status, etc.

- **Assign Employee Classifications** (per contract) – Your jurisdiction has already determined what wage decisions will be used on a contract. All you need to do is assign the selected classifications to your employees. Subsequently, only those classifications can be used to report payroll. This process is done for every contract (if necessary).

- **Adding payrolls (per payroll)** – The step involves entering the payroll data for a particular contract and a particular vendor. Each employee is entered separately using the same screens. PRISM can also import the payroll information from an external file. Vendors can enter this information via the web or a jurisdiction can enter the information on behalf of a vendor.

- **Certifying payrolls (per payroll)** – This step involves a jurisdiction or a vendor approving a payroll as an official submission. This can be performed when the payroll information is entered or at a later time. An implicit audit is performed with every Certify payroll request.
5.2 Labor Management

- The Labor Management Module facilitates the entry and certification of your payrolls.

- PRISM allows you to enter, and certify payrolls over the web. Jurisdictions can enter, view, audit, and certify the payrolls as well.
5.3 Labor Management – Employee Manager

- The Employee Manager stores information about your employees that facilitate completing payroll wizards and workforce reports.
5. PRISM Labor Management

5.4 Labor Management – Assign Classifications

Filter classifications by WD number, Issuer, Craft, location, etc.

Select an employee from list

Select classifications from list by checking

View Description of WD

Click ‘Assign’ to assign the employee to the classification

List of classification assigned to an employee
5. PRISM Labor Management

5.5 Labor Management – Add Payroll Wizard

Select ‘Payroll Management’

Next, Choose ‘Add a Payroll’
5. PRISM Labor Management

5.5 Labor Management – Add Payroll Wizard

Select a project, payroll end date, and payroll number OR select ‘Non Performance Payroll’.

Select employee and craft(s) worked for the week.
5. PRISM Labor Management

5.5 Labor Management – Add Payroll Wizard

Indicate rates of Pay (Base, OT and Fringe) as well as hours worked for the week (Standard and Overtime)  

Input all employee deductions
5. PRISM Labor Management

5.7 Labor Management – Add Payroll Wizard

- Review the confirmation and click ‘Confirm & Save’

- If there is another employee on this payroll Click ‘New Employee’
5. PRISM Labor Management

5.8 Labor Management – Import a Payroll

Import a payroll using standard PRISM template

Download the payroll import template here

View How-to tutorial here
5. PRISM Labor Management

5.9 Labor Management – Certifying a Payroll

After payroll information has been entered or imported it can be found in ‘Manage Non-Certified Payroll Reports’.

Select Certify from the list.
5. PRISM Labor Management

5.9 Labor Management – Certifying a Payroll

Review Statement of Compliance and exception list

Enter your name and Digital Signature Code that was emailed to you

Note: We will cover how to set up a digital signature in administration
5. PRISM Labor Management

5.9 Labor Management – Certifying a Payroll

An email message to complete Digital Signature process is sent to your email address.

Please, click on the confirmation link in this email message to confirm payroll certification.
6.0
PRISM Workforce Management
6. PRISM Workforce Management

6.1 Workforce Management Workflow

Adding Employees to a Vendor (as needed)-
This step involves adding employees to your company profile. Information regarding an employee's participation in a particular workforce program is captured here. For example, this is where you identify employees who are local hires, new hires, etc. This is a step that a jurisdiction and/or vendor can do.

Workforce Reporting (Monthly or Periodic)- This step involves going through the PRISM workforce management module wizard to submit Workforce Reports either Monthly or based on contract percent completion.
6. PRISM Workforce Management

6.2 Workforce Management – Employee Manager

- The Employee Manager stores information about your employees that facilitate completing payroll wizards and workforce reports.

- The section titled ‘Workforce’ will allow you to indicate employees belong to a particular program or demographic.
6. PRISM Workforce Management

6.3 Submitting a Workforce Report

- Select ‘Manage Workforce Reports’
6.3 Submitting a Workforce Report

- Select ‘Add Workforce Report’
- The workforce Wizard will guide you through all the steps to submit a workforce report
6. PRISM Workforce Management

6.3 Submitting a Workforce Report

Step 1: Select Project from the drop down list
6.3 Submitting a Workforce Report

Step 1: Select:
- Project
- Program
- Vendor(yourself)
- Report Period from the drop down list
6. PRISM Workforce Management

6.3 Submitting a Workforce Report

Step 2: Review the Goals established by your jurisdiction for this program
6. PRISM Workforce Management

6.3 Submitting a Workforce Report

Step 3/4: Download and complete Workforce Utilization Template
6. PRISM Workforce Management

6.3 Submitting a Workforce Report

Step 3/4:
The preconfigured Template will download in excel format
6. PRISM Workforce Management

6.3 Submitting a Workforce Report

Step 3/4: Upload completed Workforce Utilization Template
6. PRISM Workforce Management

6.3 Submitting a Workforce Report

Step 3/4: OR, you can enter workforce information directly into the database without uploading files and review.

To make data entry easier, you can retrieve the information previously entered for Certified Payrolls.
6. PRISM Workforce Management

6.3 Submitting a Workforce Report

Step 5: Confirmation

Review your jurisdictions disclaimer and submit workforce report

Insert Full name and acknowledge checkbox
7.0 PRISM Vendor Search
Objectives

Upon completion of this module, you should be able to:

1. Review the Search capabilities of PRISM to navigate the vendor database
7. PRISM Vendor Search

7.0 Keyword Search of Vendors

- Enter Key Word
- Key Word is **Highlighted**
- Shows:
  - Vendor Name
  - Industries
  - Service/Product
  - Phone
  - URL
  - Certifications
7. PRISM Vendor Search

7.1 Filtered Vendor Search

- PRISM provides a Search Wizard to find MWBE vendors within the Jurisdiction

- **Select from the following criteria:**
  - Industry Certifications
  - Gender
  - Race/Ethnicity
  - Business Description
  - Company Name
  - Location

- **Select Search**
8.0
PRISM Administration
Objectives

Upon completion of this module, you should be able to:

1. Manage Individual Employee Profiles
2. Update your Company profile
3. Add/Delete/Edit Users to login under your vendor assignment
4. Set-Up Digital Signature
8. PRISM Administration

8.1 Administration of PRISM

- Edit up to four (4) additional users for your company
- Edit company employees for Labor/Workforce Programs
- Update company Profile
8.2 Select Manage User Profile

- Shows users for each Vendor
- Select Delete or Edit for existing users
- Add New User
8.3 Setting Up Digital Signature

- Each User can set up their own Digital Signature
- Select ‘Edit User’ to begin
8. PRISM Administration

8.3 Setting Up Digital Signature

- Next, select answer security questions

- Then, configure questions and answers
8.3 Setting Up Digital Signature

- After you have saved your answers, select ‘Generate New Digital Signature’ from the user administration screen.

- You will be prompted with one of the security questions you selected.
8.3 Setting Up Digital Signature

- Finally, you must select a signature avatar (This will show on your certified payroll)

- The signature code will be sent to your email address to use for future reference
8. PRISM Administration

8.4 PRISM Administration– Employee Manager

- The Employee Manager stores information about your employees that facilitate completing payroll wizards and workforce reports.

- Note: You **MUST** enter employee address to comply with City/State/Federal regulations

- Enter all employee workforce utilization demographics on the ‘workforce’ tab.
8. PRISM Administration

8.5 PRISM Administration—Manage Company Profile

- Review and Update Company Profile information
- Notify City of San Diego if Certification/Industry Information is out of date
9.0
PRISM
News & Events
Objectives

Upon completion of this module, you should be able to:

1. Know where to look for important messages from the Jurisdictions
9.1 Select Jurisdiction News & Events

- Important messages from the Jurisdiction will be posted here

- Click on the topic of interest to see the message
10.0
PRISM
Workshops
Objectives
Upon completion of this module, you should be able to:

1. Know where to look for important messages from the Jurisdictions for upcoming workshops
10. PRISM Workshops

10.1 Select Jurisdiction News & Events

- Upcoming Workshop information will be posted by the Jurisdiction here
- Click on the workshop of interest
- In some cases you may review the workshop over the web
11.0
Getting Support
Objectives
Upon completion of this module, you should be able to:

1. Know where to look for help and support resources
10. PRISM Resources

11.1 Where to find PRISM Resources

- PRISMCompliance.com – https://pro.PRISMCompliance.com
- City of San Diego EOC Department – Contact the Contract Compliance Officer assigned to your project
- PRISM Support Center – http://prismcompliance.kayako.com/ (Select Vendor Knowledgebase)
- PRISM Vendor Tutorials – http://stage.PRISMCompliance.com/etc/vendortutorials.htm