Overview

PRISM is an acronym for *Position Request and Integrated Salary Management* and is the replacement for the legacy UNC System Comp Database, effective October 2025. This manual will guide you through the steps of making a submission in PRISM and viewing the status of your submissions.

PRISM is based in Smartsheet – a cloud hosted data management and project management platform. The landing page for PRISM, which includes training materials and links to the Intake/Request Form and the PRISM Dynamic View, can be found at go.northcarolina.edu/prism.

Step 1: Access and Permissions

To view or interact with a submission, each user must be approved by your CHRO (or designee) and their institution email address must be authorized for use by the System Office. Additionally, the user's email address must be included on an individual submission in order to view the action after it has been submitted. CHROs can use the Authorized PRISM Users submission form to add, delete, or update users.

If you have a Smartsheet license or account associated with your institutional credentials, please sign in with that account. If you do not already have a Smartsheet account associated with your university email, then you will be required to create an account. You *do not need a paid Smartsheet license*, but you must have a (free) Smartsheet account linked to your approved institution email address. Navigate to www.smartsheet.com to log in or to create your account.

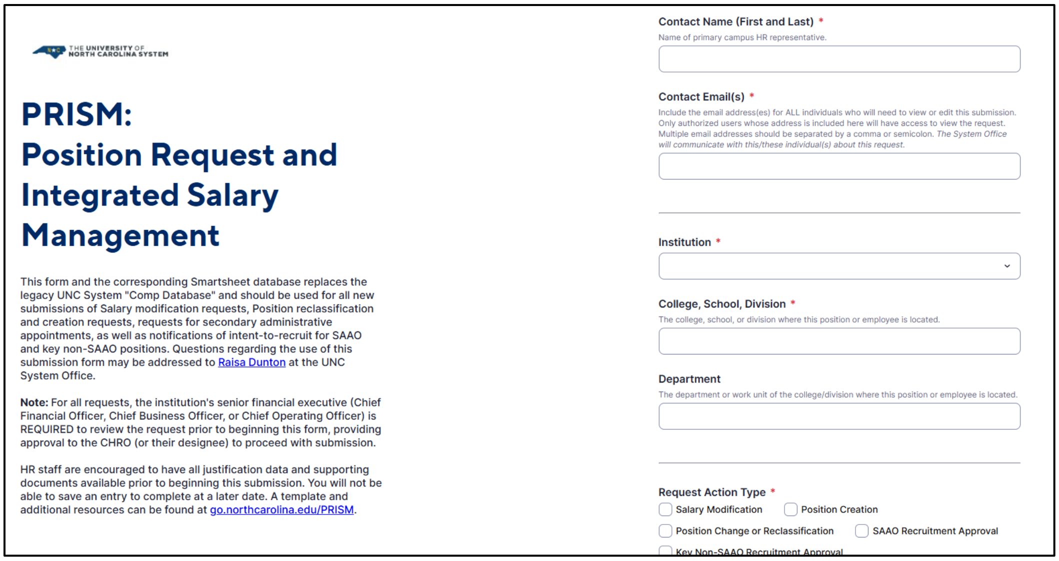
NOTE: Even if Smartsheet offers you a premium trial subscription, you will continue to be able to log in after the trial period is completed. No paid account is required to use or access your PRISM submissions.

Step 2: Submitting a Request in PRISM

The PRISM Request Form should be submitted for any position or salary action that requires System Office review and approval. It should also be used to notify System Office of an institution's intent to recruit for SAAO or key non-SAAO positions, which require Presidential review.

Request Action Types are:

- Position Creation
- Position Change or Reclassification
- Salary Modification
- SAAO Recruitment Approval
- Key Non-SAAO Recruitment Approval
- Secondary Administrative Appointment
- Extension of Temporary Supplement



THE UNIVERSITY OF NORTH CAROLINA SYSTEM

PRISM: Position Request and Integrated Salary Management

This form and the corresponding Smartsheet database replaces the legacy UNC System "Comp Database" and should be used for all new submissions of Salary modification requests, Position reclassification and creation requests, requests for secondary administrative appointments, as well as notifications of intent-to-recruit for SAAO and key non-SAAO positions. Questions regarding the use of this submission form may be addressed to Raisa Dunton at the UNC System Office.

Note: For all requests, the institution's senior financial executive (Chief Financial Officer, Chief Business Officer, or Chief Operating Officer) is REQUIRED to review the request prior to beginning this form, providing approval to the CHRO (or their designee) to proceed with submission.

HR staff are encouraged to have all justification data and supporting documents available prior to beginning this submission. You will not be able to save an entry to complete at a later date. A template and additional resources can be found at go.northcarolina.edu/PRISM.

Contact Name (First and Last) *
Name of primary campus HR representative.

Contact Email(s) *
Include the email address(es) for ALL individuals who will need to view or edit this submission. Only authorized users whose address is included here will have access to view the request. Multiple email addresses should be separated by a comma or semicolon. *The System Office will communicate with this/these individual(s) about this request.*

Institution *

College, School, Division *
The college, school, or division where this position or employee is located.

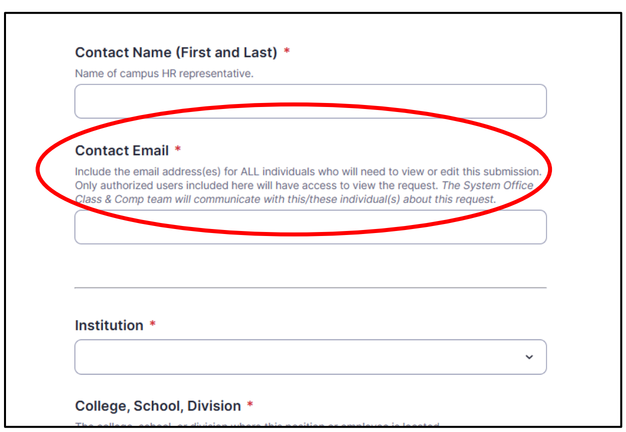
Department
The department or work unit of the college/division where this position or employee is located.

Request Action Type *
- Salary Modification
- Position Creation
- Position Change or Reclassification
- SAAO Recruitment Approval
- Key Non-SAAO Recruitment Approval

Select **all actions** that apply to the specific request. Each selection triggers conditional logic, which will open specific sections in the remainder of the form. Use the available templates for guidance on which fields are required for each action type.

The initial submission process must be completed in a single instance. Unlike the legacy Comp Database, you **cannot** save a partial entry and return to complete it. Make sure you have all pertinent employee or position data, justification language, peer comps, and/or supporting documentation available prior to starting a submission. *Templates and job aids are available on the PRISM landing page to help account for all fields; we recommend you download and review these before beginning your initial submissions.*

NOTE: In the "Contact Email" field, you **must** include the email address for any individuals who will need to view or interact the request following submission. These email addresses must have been previously approved and submitted by the CHRO and authorized by the System Office as noted above.



Contact Name (First and Last) *
Name of campus HR representative.

Contact Email *
Include the email address(es) for ALL individuals who will need to view or edit this submission. Only authorized users included here will have access to view the request. *The System Office Class & Comp team will communicate with this/these individual(s) about this request.*

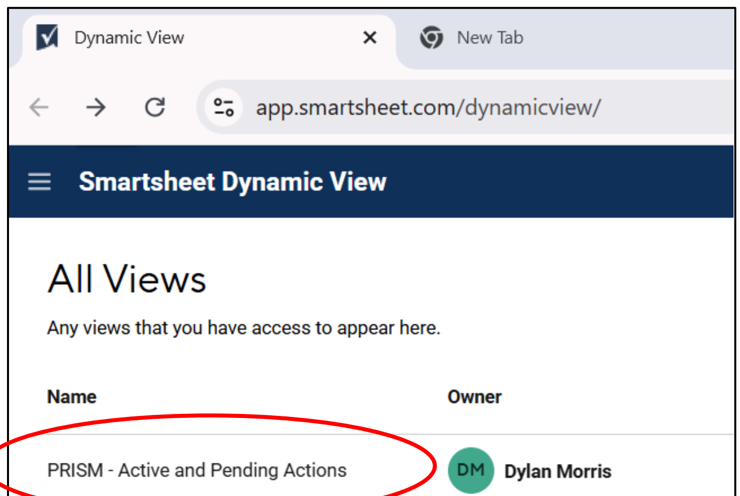
Institution *

College, School, Division *

All actions must be approved by the campus Chief Financial/Operating Officer (chief finance executive), or the Chancellor as appropriate, prior to submission. The campus official does not need access to Smartsheet, but when you make a submission, you are certifying their approval.

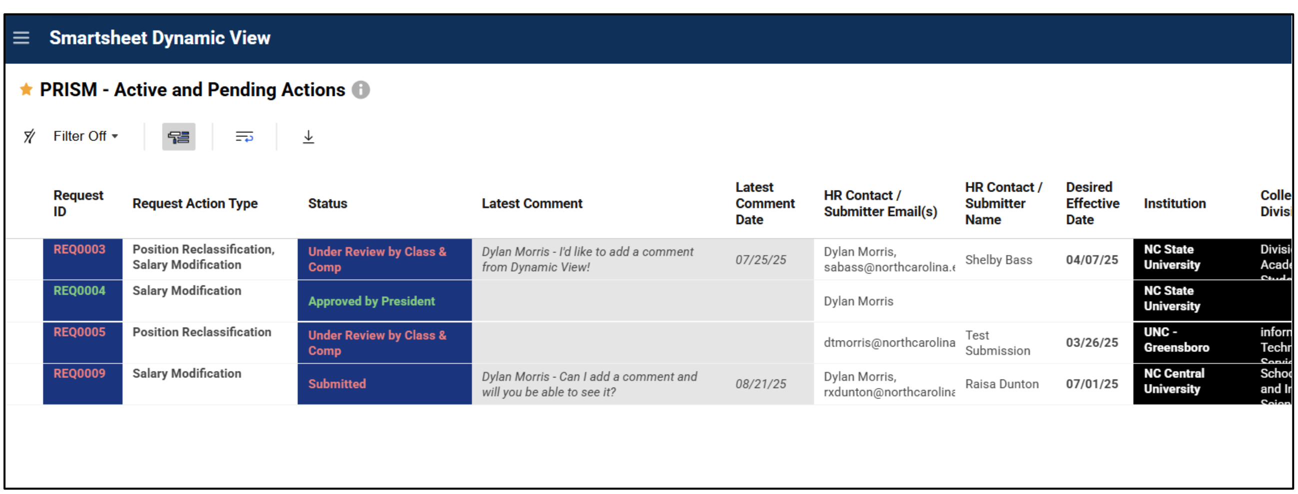
Step 3: Viewing Submissions

PRISM submissions are visible using Smartsheet's Dynamic View option. The link is available from the PRISM landing page. Click the *Active and Pending Actions* link to view your submissions.



NOTE: If your email was not included in the Contact Email field, you **will not** be able to view a submission. This rule applies to all users, including CHROs.

Scroll to view all available actions and associated details. Note that many fields, including salary ranges and applicable calculated values, are automatically populated.



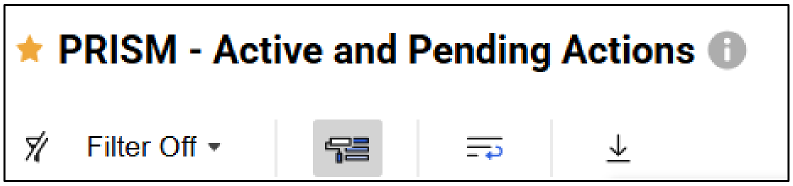
Smartsheet Dynamic View

PRISM - Active and Pending Actions

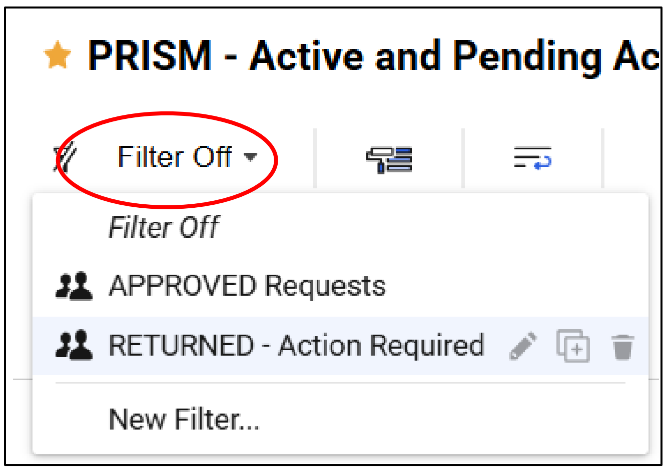
Filter Off

Request ID	Request Action Type	Status	Latest Comment	Latest Comment Date	HR Contact / Submitter Email(s)	HR Contact / Submitter Name	Desired Effective Date	Institution	Colle Divis
REQ0003	Position Reclassification, Salary Modification	Under Review by Class & Comp	*Dylan Morris - I'd like to add a comment from Dynamic View!*	07/25/25	Dylan Morris, sabass@northcarolina.e	Shelby Bass	04/07/25	NC State University	Divisi Acade
REQ0004	Salary Modification	Approved by President			Dylan Morris			NC State University	
REQ0005	Position Reclassification	Under Review by Class & Comp			dtmorris@northcarolina	Test Submission	03/26/25	UNC - Greensboro	inforn Techn
REQ0009	Salary Modification	Submitted	*Dylan Morris - Can I add a comment and will you be able to see it?*	08/21/25	Dylan Morris, rxdunton@northcarolina	Raisa Dunton	07/01/25	NC Central University	Schoo and Ir

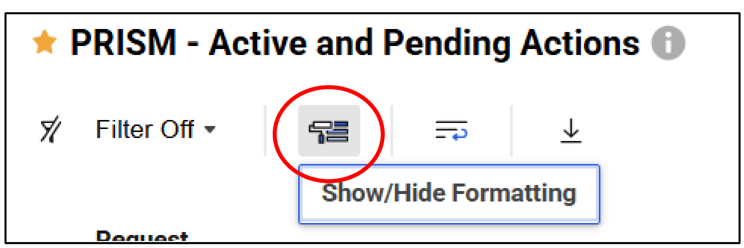
A series of buttons at the top of the Dynamic View screen will help you navigate the various options.



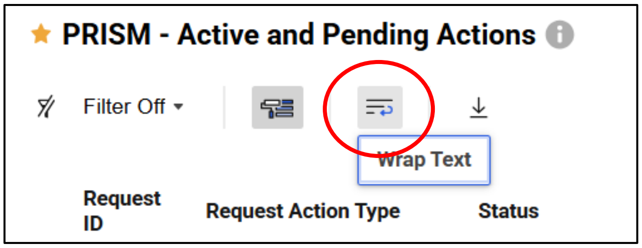
- **Filter Off:** PRISM's Dynamic View has pre-set global filters you can use to view approved items or items returned to campus with action required. You can also create your own individual filters if desired by selecting New Filter and following the prompts. Click the Filter Off button to view all available filters. Those with two silhouettes to the left are global filters available to all users.



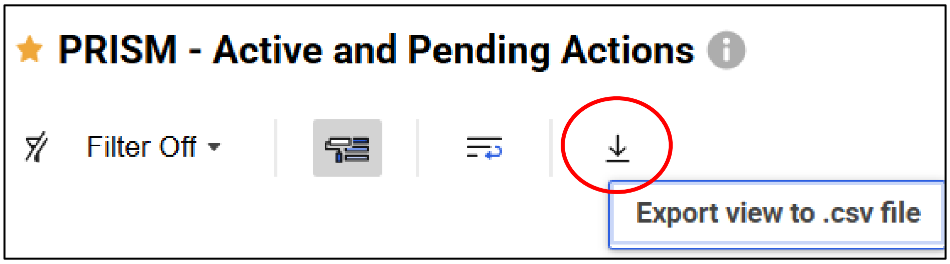
- **Show/Hide Formatting:** This toggle will allow you to turn on and off the various formatting and color-coding options, which can make viewing multiple submissions easier.



- **Wrap Text:** Expand or shrink submissions to view all text, particularly lengthy justification fields.



- **Download:** Click the arrow to download a .csv document to your computer. This document will include all current actions within your view. Double check your filters to ensure you are downloading the correct set of data.

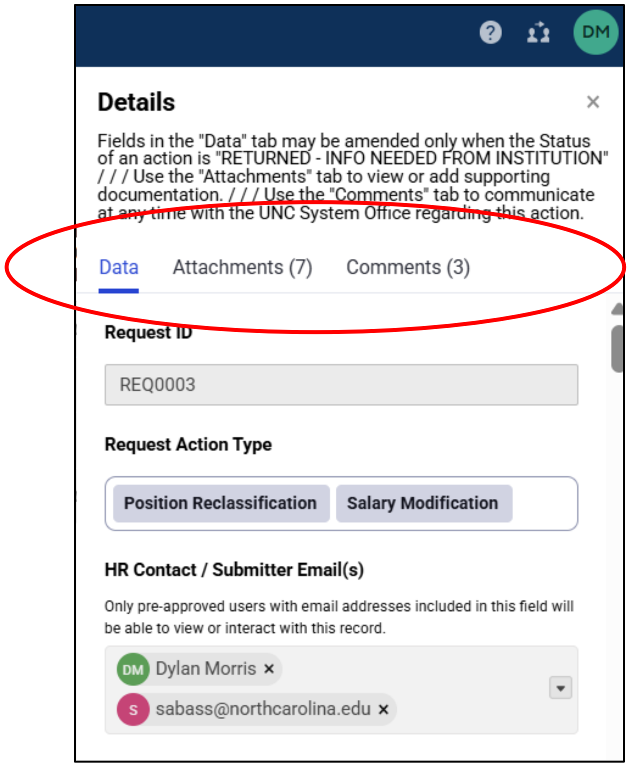


Step 4: Interacting with Submissions

Submissions in Dynamic View will show one of several status updates, depending on where your request is in the review process:

- Submitted
- Pending System Office Review
- Under Review
- Returned – Info Needed from Institution
- VP Review
- Referred to SVP/COO, President, or BOG
- Approved by President or COO; or Approved by BOG
- Rejected by President or COO; or Rejected by BOG
- Request Withdrawn by Institution
- Request Terminated by System Office

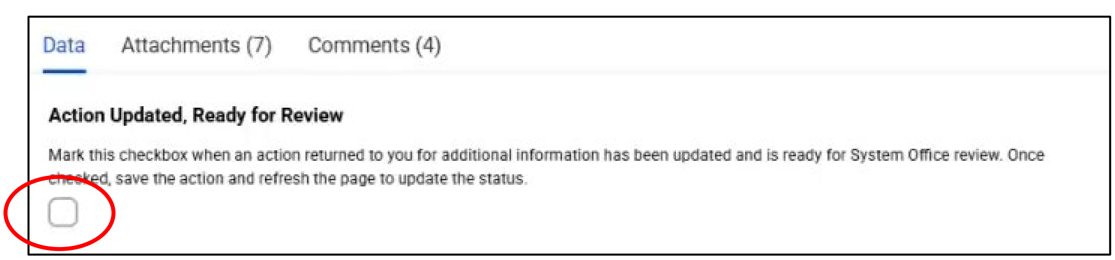
Click anywhere within the row on an item in Dynamic View to open the Details panel for that submission.



The Details panel includes three tabs:

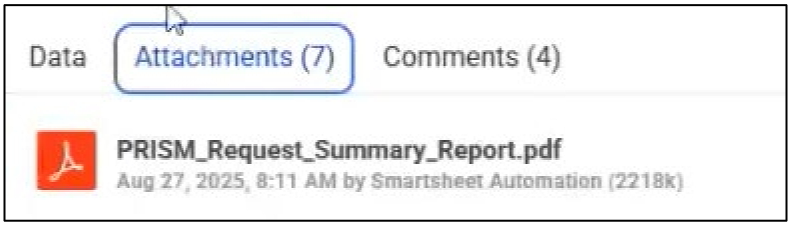
- **Data:** This is the information included in the campus submission; scroll down the panel to see all data – including automatically entered salary ranges and calculated fields. The Data panel is locked and cannot be edited unless the submission has been returned by System Office for additional information. In that case, the status will change to ***Returned – Info Needed from Institution*** and campus submitters will be able to make changes to the submission in the Data panel.

  NOTE: ***Once the campus has made edits to the Data panel, a checkbox will appear at the top of the panel; click the checkbox and Save your submission to return the edited submission to System Office for review.*** *You may continue to make edits and save your edits multiple times while the status is "Returned," but once the checkbox is marked and the item is saved and the page refreshed, it will change to a "Pending Review" status and fields will again be locked.*



- **Attachments:** View or upload additional supporting documentation (in PDF format only, please). Attachments can be added at any time, even if the Data panel is locked.

  The top item in the Attachments panel is the *PRISM Request Summary Report*, an automatically generated report that is created with each submission. It is updated with each status change and provides a brief, current overview of the action.



- **Comments:** Use this tab to add information, communicate with System Office, or respond to questions. New comments and replies can be added at any time, even if the Data panel is locked.

NOTE: When the submission status changes with a final decision, a new comment is posted, or the submission is returned for more information by System Office, all individuals listed in the HR Contact / Submitter Email box will receive an automated email.

Questions

Questions and inquiries on current/pending actions: Kevin Adcock and Raisa Dunton.

Questions and suggestions on PRISM functionality: Dylan Morris and Raisa Dunton.