

Timecard Advanced Employee

Last revised: November 2020
Last reviewed:
Next review: November 2021

1. Log in to PSC Client

Using your Employee Number and PSC Client password.

2. Click the clock in the upper left hand corner to access the timecard function



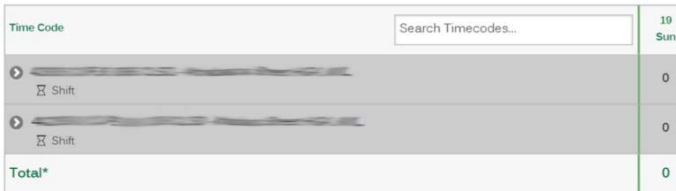
3. Multiple Assignments

a. Minimize the first assignment to view each of your assignments



b. You can then review each of your assignments

To enter time for an assignment, expand the assignments by clicking on it.



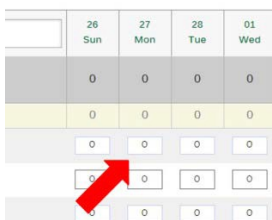
c. Use the “validate” and “submit” buttons to submit both timecards

Each timecard will be validated and submitted simultaneously.



4. Override Costing

a. To enter override costing, select the time code field you need to enter override costing on




b. Select “Add Entry” to add a time entry



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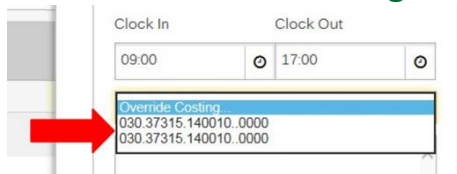
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c. Select "Override Costing" to add an override costing code



A screenshot of a timecard entry form. At the top, there are two input fields for 'Clock In' (09:00) and 'Clock Out' (17:00). Below these is a dropdown menu labeled 'Override Costing...' with a downward arrow. A red arrow points to this dropdown menu. Below the dropdown is a 'Comments...' text area.

d. Select an override costing code



A screenshot of the timecard entry form, similar to the previous one. The 'Override Costing...' dropdown menu is open, showing a list of codes: '030.37315.140010.0000' and '030.37315.140010.0000'. A red arrow points to the first code in the list.

e. Select "Create" to add the time entry to your timecard



A screenshot of the timecard entry form. A green button with a checkmark and the text 'Create' is visible. A red arrow points to this button.

f. Once the timecard has been validated you can review the override costing on the summary page



A screenshot of the timecard summary page. It shows a table with the following data:

RT - Regular Time Worked	8 Hours
Total	8 Hours
Details	
Tuesday February 28, 2017	8 hrs
RT - Regular Time Worked	8
09:00 - 17:00	
Override Costing: 030.37315.140010.0000	8

A red arrow points to the 'Override Costing: 030.37315.140010.0000' entry in the table.