# Timecard Submission Steps

## 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. Select the pay period you want to fill out

Using the calendar box on the "Time Entry" tab.

## 4. Enter your hours under the appropriate time codes

**Note:** Statutory holidays do not need to be filled out, as they will be automatically populated once the validate process (step 5) is complete.

**Note:** To enter PPS & PPB (Premium Pay on Stat Codes) – they appear greyed out. You can still enter these codes by double-clicking on the grey time entry box for the Statutory holiday.

**Note: PSC Client automatically saves any time entry progress.**

## 5. Validate your timecard using the "Validate & Review button

## 6. Review your timecard on the "Summary" page

## 7. Submit your timecard for approval using the blue button on the right hand side of the screen

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## 8. If there are any issues with a timecard after submitting it, you can recall it for edits

Use the "Recall for Edit" button on the summary page. Then update the timecard as needed and resubmit following the same steps as before.
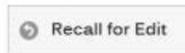


## 9. You can use the "Timeline" tab to review all timecards in a fiscal year



## 10. You can use the "Settings" tab to add an overtime waiver to your assignment or set your time to 7.2 hour days by default



## 11. To enter sick time, select the appropriate day with the SSL time code. Select "Add Entry" then enter your clock-in and clock-out times, provide your reason and comments if necessary. Click "create" to add the sick leave to your timecard

| Time Code | 24 Mon |
|---|---|
| SGEU.04. 033 Client ⅀ Office | 0 |
| Common | 0 |
| SSL - Sick | 0 |



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