

# Override Costing and Multiple Assignments

Last revised: November 2020  
Last reviewed:  
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## 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

Time Code	19 Sun
Shift	0
Common	0

### b. You can then review each of your assignments

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

Time Code	19 Sun
Shift	0
Shift	0
Total*	0

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

Each timecard will be validated and submitted simultaneously.

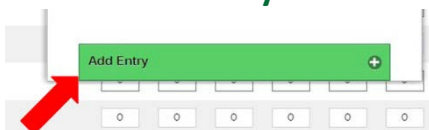


## 4. Override Costing

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

	26 Sun	27 Mon	28 Tue	01 Wed
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

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



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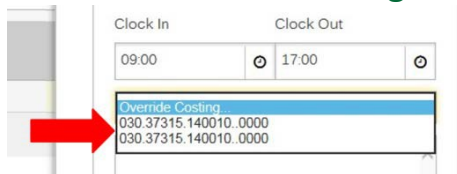
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## c. Select "Override Costing" to add an override costing code



A screenshot of a timecard entry form. At the top, there are 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...' field.

## 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 two options: '030.37315.140010.0000' and '030.37315.140010.0000'. A red arrow points to the first option.

## 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 a timecard summary page. It shows a table with the following data:

RT - Regular Time Worked	8 Hours
Total	8 Hours
<b>Details</b>	
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' row.