Override Costing and Multiple Assignments

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

1. Log in to PSC Client

Using your Employee Number and PSC Client password.

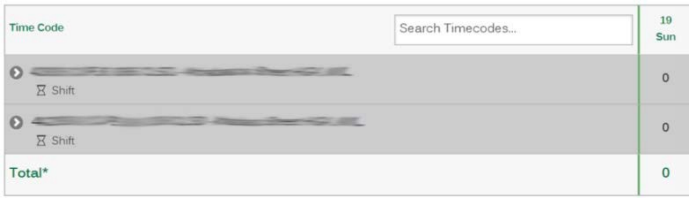
2. Click the clock in the upper left hand corner to access the timecard function

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.

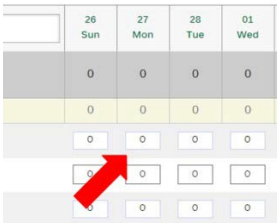


c. Use the "validate" and "submit" buttons to submit both timecards

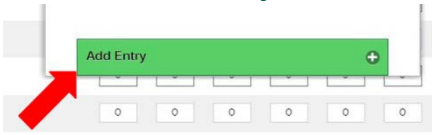
Each timecard will be validated and submitted simultaneously.

4. Override Costing

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



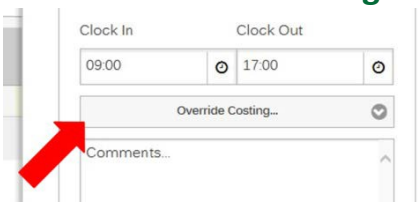
b. Select "Add Entry" to add a time entry



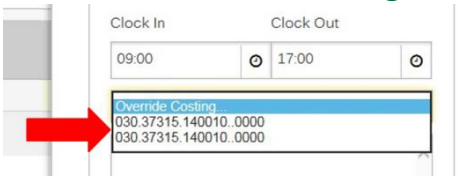
Saskatchewan

Override Costing and Multiple Assignments

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



d. Select an override costing code



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

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