

## Timecard Ministry Admin

*Please note that the employee name and employee number are considered personal information under The Freedom of Information and Protection of Privacy Act or FOIP. Information in timecards contains other personal information, as well as personal health information as defined in The Health Information Protection Act or HIPA. Particularly, such information is contained in codes, reasons and sometimes comments of employees.*

*The collection, protection, use and disclosure of personal information and personal health information contained in timecards is governed by FOIP and HIPA.*

*If a delegate moves to a different ministry, please ensure that their delegation is discontinued.*

*It is also strongly recommended you take [the Access and Privacy in the Government of Saskatchewan](#) training if you have not already done so.*

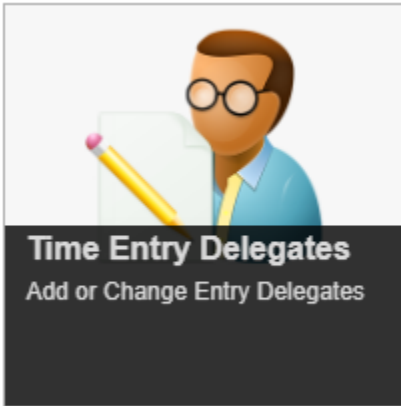
## Time Entry Delegation

Time Entry Delegate is typically used to assist an employee with their timecard. This is typically done when:

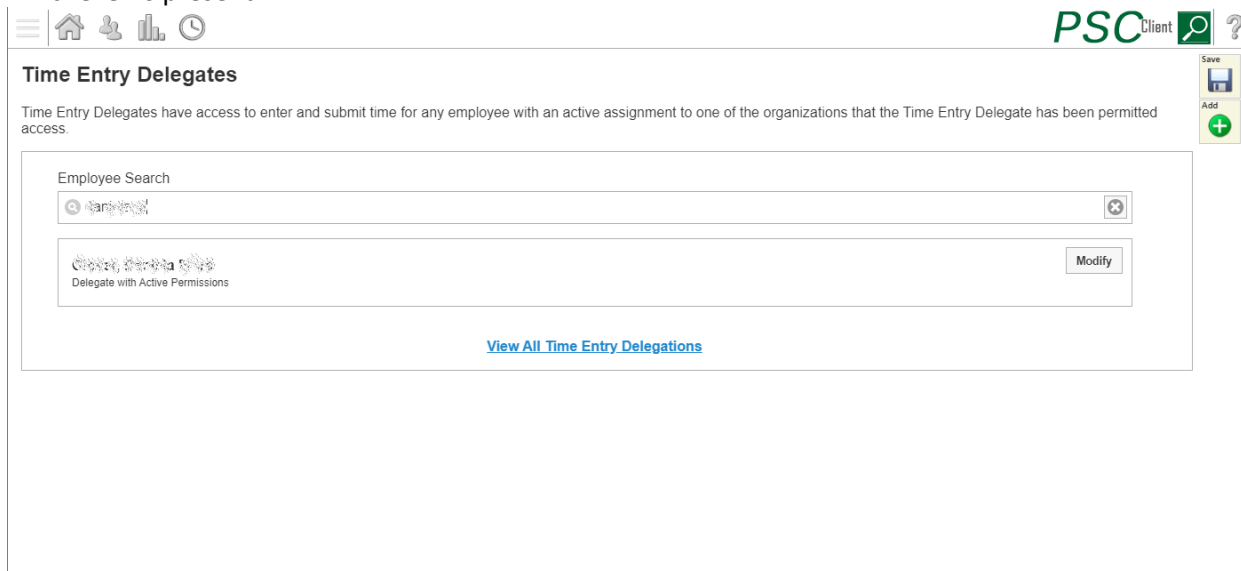
- An employee does not have access to a computer or internet connected device to enter their timecard.
- An employee was terminated or was on leave prior to submitting their last timecard.
- An employee is out of the office/unreachable and they are unable to make amendments in their timecards.
- An employee needs help (within their own ministry) with entering timecodes.

## Adding a new Time Entry Delegate

After logging into PSC Client, click on 'Time Entry Delegates'



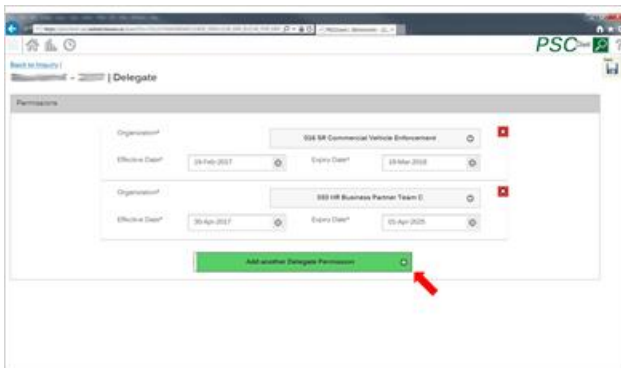
Type in the name of the person who will be delegated the access and then click the 'Modify' or 'Delegate' button, whichever is present.



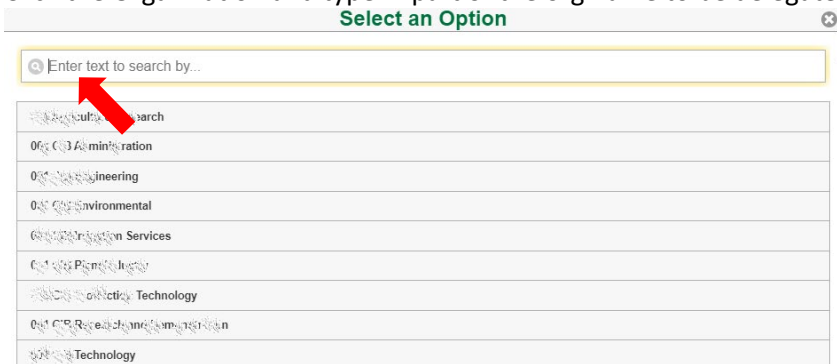
Click the 'Add another Delegate Permission' button

# Timecard Ministry Administrator

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

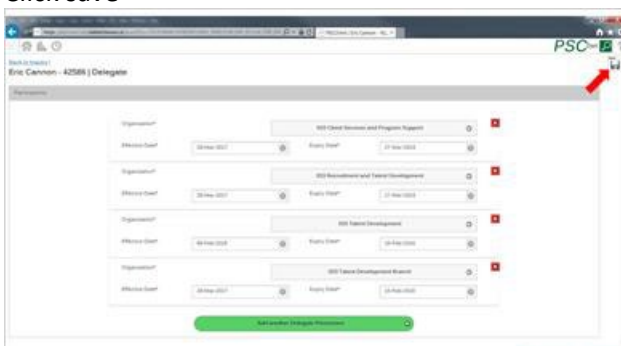


Click the Organization and type in part of the org name to be delegated



Enter an effective date, which would typically be the current day, and then an expiry date, which can be typed in as 31-Dec-9999 to never expire. The effective date is the date the delegate access will be in effect; it is not linked to the timecard pay period dates that the dele

Click save

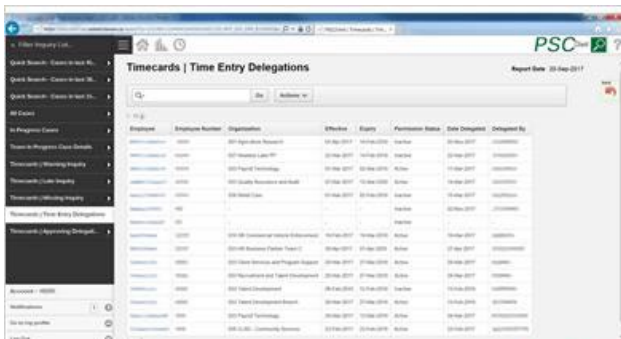


## Viewing Time Entry Delegates

To view all Time entry delegations for the Ministry, from the Time Entry Delegates Screen  
Click the 'View All Time Entry Delegations'

# Timecard Ministry Administrator

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

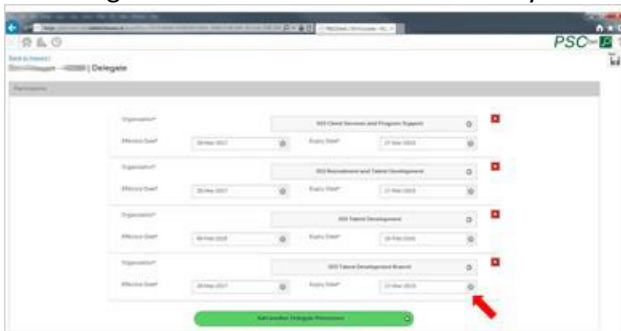


If desired, click Permission Status and then click Active, this will remove any expired delegations

ation	Effective	Expiry	Permission Status	Date Delegated	Delegated By
	-	-			-
	-	-	<input type="text"/>	9	-
	-	-	Active Inactive	7	-

## Deleting Time Entry Delegates

The delegations cannot be removed but they can be made inactive. To do this, change the expiry date to today's date.



Then click save

# Timecard Ministry Administrator

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

