

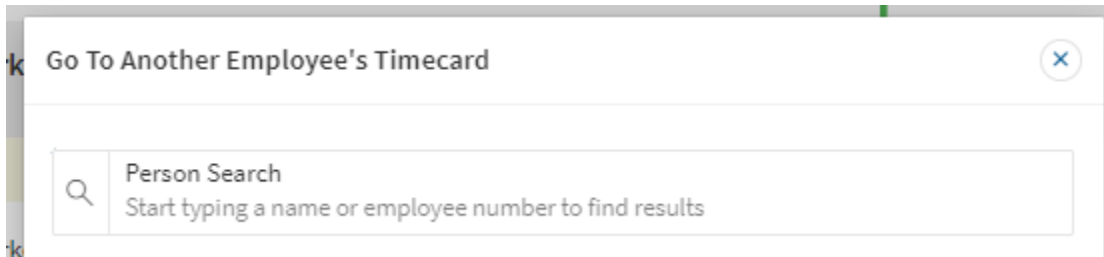
## Search for Employee's PSC CLIENT Timecard

On the timecard screen, the function: "Switch Person" is used to find an employee's timecard.

1. Click on "Switch Person"



2. The popup box: "**Go To Another Employee's Timecard**" is displayed:



3. Enter the Employee Number (User ID) or the Employee Name (last name is typed in first) in the Person Search to find the employee.