



Add Comments & Notes

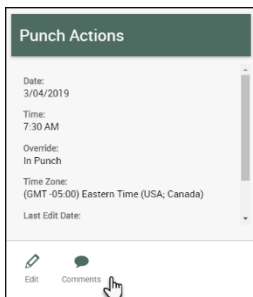
This job aid explains how you can work with the comments in any area of the application.

About Comments

- Comments are short predefined descriptions that you can add to amounts, punches, shifts, and historical amounts when accessing the timecard, schedules, and so forth.
- Comments are preconfigured; you can select but not edit comments.
- Notes are free text that you can add to comments. A note must be attached to a comment; it cannot exist on its own.

To add a comment and note to the timecard:

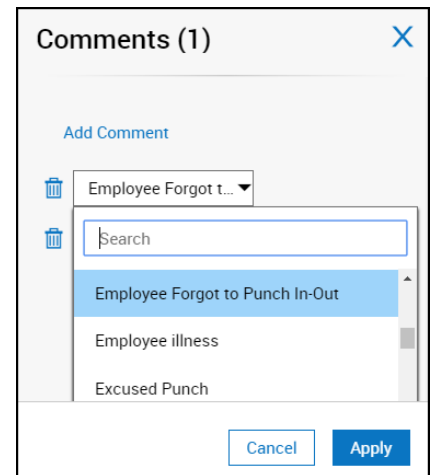
1. Right-click on the punch you wish to comment.
2. In the Punch Actions menu, select Comment.




3. If the punch you are commenting on has an exception, you will see the option to attach the comment to the punch time or the exception. *When using Attendance, check with your application administrator to add the comment to the appropriate item for accurate attendance rules interpretation.*
4. Select the most appropriate comment from the list.
5. Optionally, type in a free text note to add more information in the Note field.
6. Click **Add** when finished.

Note: You can add more than one comment and note to the same punch.

7. Click **Apply**, and then click **Save** in the timecard.
8. Comments will appear in the timecard with a blue bubble indicator.



In	Out
7:30 AM 	4:00 PM