

### Adding additional notes to a comment

When there is an exception within your timecard, you can add comments to justify or explain the difference in your schedule. Your manager will be able to review the comments. When you add a comment to your timecard, you may add additional notes to it.

1 Access the **My Timecard** widget.

2 Right-click the applicable **In** or **Out** cell.

**Note**  
To add a comment to the **In** or **Out** cells, the cell must be populated with a time.

3 Click the **Comments** option in the **Punch Actions** Call Out.

4 Select the **“Employee Comment”** from the list of comments in the drop-down menu .

5 In the **Type a note (optional)** field, add additional information.

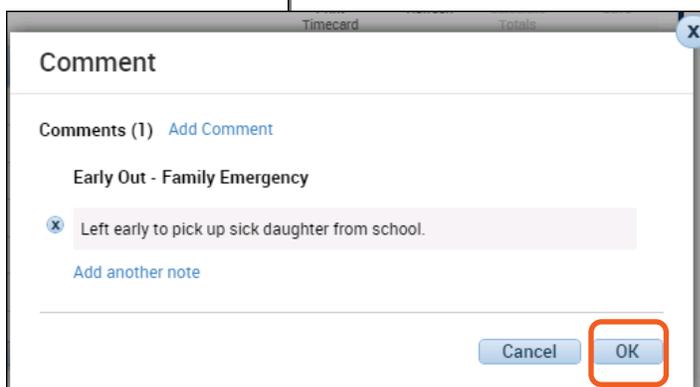
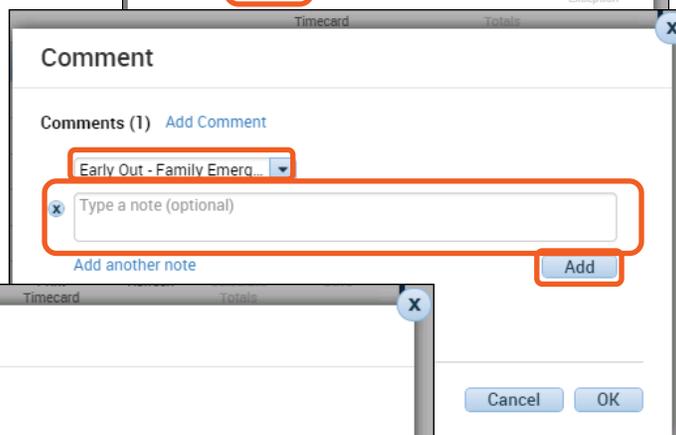
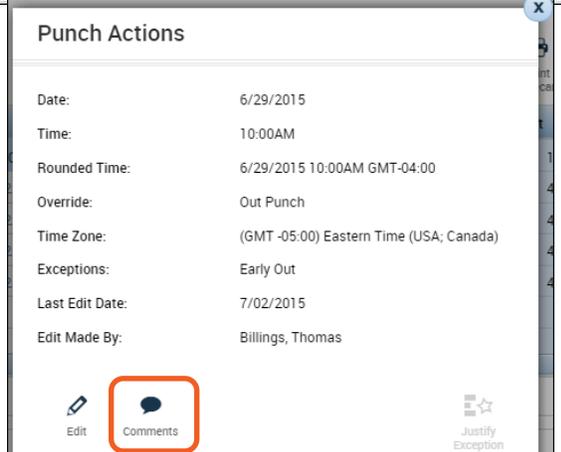
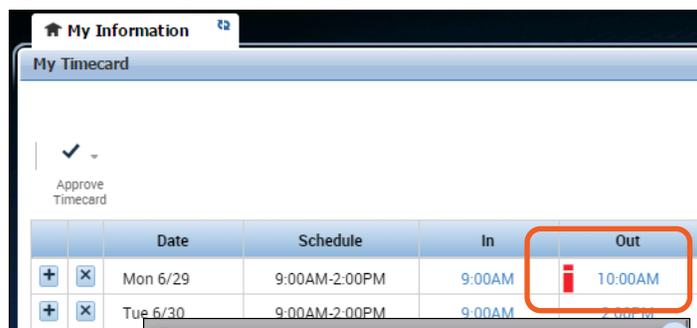
6 Click **Add** button.

7 Repeat as needed for each additional note.

8 Click **OK**.

9 Click the **Save** button within the timecard.

10 To view the comment(s) and notes, hover over the comment icon within a cell.



	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shi
+ x	Mon 6/29	9:00AM-2:00PM	9:00AM	10:00AM				
+ x	Tue 6/30	9:00AM-2:00PM	9:00AM	2:00PM				

Early Out - Family Emergency [Left early to pick up sick daughter from school.]