Workforce Central®
Adding comments

You can add comments to justify or explain your schedule. Your manager can review the comments and either approve the timecard, or contact you for more information.

In this job aid, you will learn how to add comments to your timecard.

Adding comments

1 Access the **Navigator Framework_wfc** log on page.

2 Log on using your credentials.

3 Access the **My Timecard** widget.

4 Right-click the cell associated with the applicable day.

5 From the **Pay Code Actions** Call-Out, select **Comments**.

6 Select the applicable comment(s).

7 Click **OK**.

> **Note**
> To add a comment, the cell must be populated with a duration. "0" is acceptable.

8 Click **Save**.

Pay Code Actions

Date:	7/06/2015
Pay Code:	Hours Worked
Amount:	8:00
Last Edit Date:	7/06/2015
Edit Made By:	Anderson, James

Edit · Comments · Justify Exception

9 To view the comment(s), hover over the comment icon within the cell.

Comment

Comments (0)

Select Comment
Search
Approved
Company Meeting
Decrease QTY Reported
Department Shortage
Double Punch

Add

Cancel   OK

Adding additional notes to a comment

After you select a comment to add to your timecard, you may have the option to add additional notes and provide more details associated with a comment.

1 Access the **My Timecard** widget.

2 Right-click the applicable **Date** cell.

> **Note**
> To add a comment to the **In** or **Out** cells, the cell must be populated with a duration. "0" is acceptable.

3 Click the **Comments** option in the **Pay Code Actions** Call Out.

4 Select the applicable comment(s) from the drop-down menu.

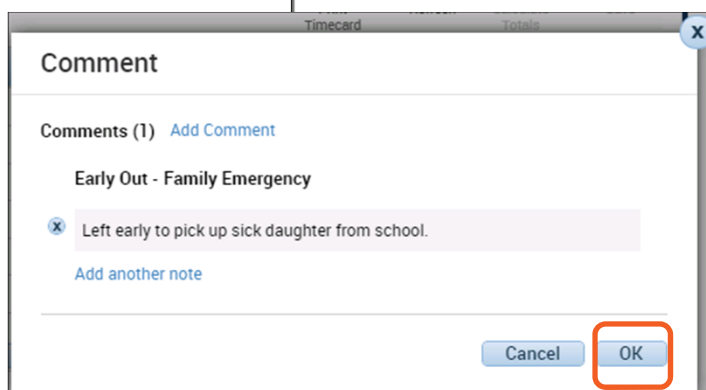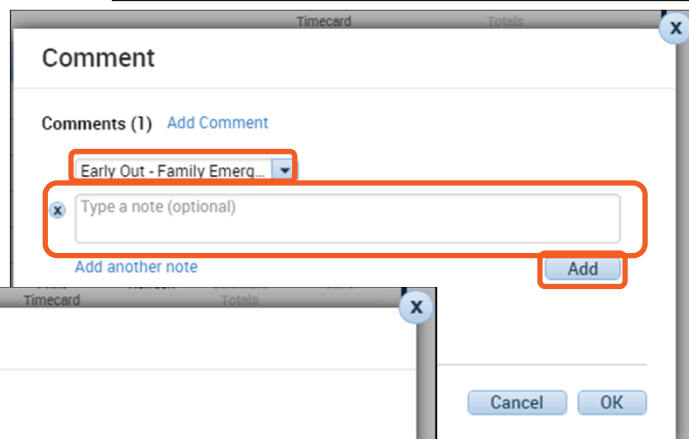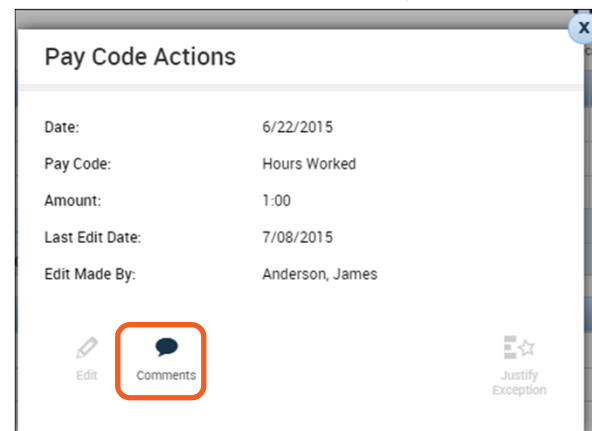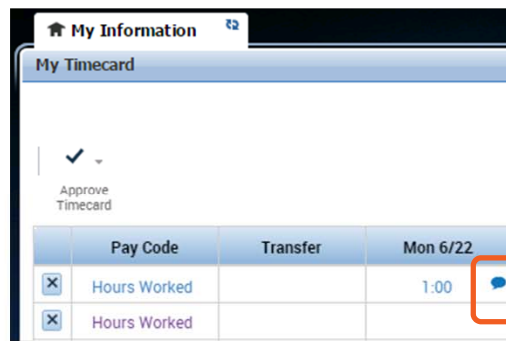**5** In the **Type a note (optional)** field, add additional information.

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.