



Required Comments

When entering in a pay code or editing a punch in an employee time card you will be required to add a comment. If there is no comment a box will pop up with the required comments needed.

Once an edit is made a comment box will appear after hitting the SAVE button.

- 1) Select the Comment Box
- 2) A link will display below to **Add Comment**
- 3) Select your comment choice and add note

Timecard Actions - Add Comment

Some actions require comments before the timecard is saved.

Date	Type	Time	Pay Code Name	Pay Code Amount	Comments
5/03/2022	Add Punch	9:15			Wrong Clock Code- Timekeeper Fixed: On Mon, May ...
5/03/2022	Add Punch	17:00			*

Comments (1) [Add Comment](#)

- Wrong Clock Code- Timekeeper Fixed
- On Mon, May 9, 2022 at 10:17 AM Lincoln, Abraham <sample@email.gwu.edu> wrote: Good morning, All my time stamps got shifted last weekend after I came in on Sunday. Can you please move my 9:15 out punch to the in punch on Sunday?

[Add another note](#)

Cancel Save

If a punch needs to be deleted and it already has a comment you will need to [add another comment](#), **not** “add another note”, to why you’re deleting the punch. This will be stored in the audit log.

Timecard Actions - Add Comment

Some actions require comments before the timecard can be saved.

Date	Type	Time	Pay Code	Amount	Comments
6/02/2022	Delete Punch	8:15			*

Select "Add Comment" to add another comment

Comments (1) [Add Comment](#)

- Employee Forgot to Clock In or Out
- employee emailed time missed

[Add another note](#)

Comment Tips:

- It is recommended that you make one edit at a time until you get use to adding comments.
- Make edits one line at a time and not multiple
- If you need to delete comments it is recommended you delete the individual punches and add comments instead of deleting the entire row.