



## Employee Time Detail (Spreadsheet Export)

### Reviewing comments and comment notes

- Run **Employee Time Detail (Spreadsheet Export)**
  - For instructions on running a report look under 'Reports' section at <https://hr.gwu.edu/trs-instructions>

- Select '**CommentNotes**' tab

- You can record the latitude and Longitude from this page

#### Employee Time Detail (Spreadsheet Export)

Data Up to Date: 6/10/2022 13:28  
 Time Period: Current Pay Period

Executed On:  
 Printed For:  
 Untotalized Employee

Look under "Comment" and "Note" columns

Employee			Comment Notes	
Name	ID	Apply	Comment	Note
Lincoln, Abraham	198075622	6/07/2022	Employee Forgot to Clock In or Out	Employee forgot to clock out and that created a cascade of errors.
Lincoln, Abraham	198075622	6/07/2022	Employee Forgot to Clock In or Out	Punch out should be for 2 hours at 11:05pm
Lincoln, Abraham	198075622	6/08/2022	Wrong Clock Code-Payroll Fixed	Employee is clocking out with a '2' and not a '1'

Select 'CommentNotes' tab

Spans	Paycode Edits	<b>CommentNotes</b>	Exceptions	Approvals	Paycodes	LaborAccounts	WorkRules	OrgNodes
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