

Adding Comments to a Time Card

1. Select an employee from your **Hours Summary Genie**
2. **Double Click** on the employee to open up the time card

GWid	Name	Ban... Org ...	Department Name	Manag... Appro...	Mias... Punch	Annual Hours	Sick Hours	Holiday Hours	Other ... Leave ...	Worked Hours	Total ... Hours	Unpaid Hours
G66660003	Ford, Betty	9999...	Vice Presidents Office	1	✓		8.0	8.0		68.5	84.5	
G66660002	Ford, Gerald	999...	Vice Presidents Office	1						22.0	22.0	
G66660005	Jacqueline, Kennedy	999...	Vice Presidents Office	1				8.0		43.5	51.5	
G66660001	John, Adams	9999...	Vice Presidents Office	1		8.0	8.0	8.0		24.0	48.0	
G66660004	Kennedy, John	9999...	Vice Presidents Office	1		4.0	4.0	5.3		63.5	76.8	

3. Once you receive employees email with the employees missed punch time, **enter in missed punch**
4. **Leave your cursor in that cell** to add the comment
5. **Right click** on the cell to active the Punch Actions box
6. Select Comment

Punch Actions

Date: 1/15/2019
 Time: 8:02
 Rounded Time: 1/15/2019 8:00 GMT-05:00
 Override: In Punch
 Time Zone: (GMT -05:00) Eastern Time (USA, Canada)
 Exceptions: Unscheduled
 Last Edit Date: 2/05/2019
 Edit Made By: John, Adams

Buttons: Mark As Reviewed, Edit, Comments (highlighted with '6'), Audit Exception

7. Select the desired comment
8. Add an appropriate note that can be searched on later.
9. Select **Add**
10. Select **OK**

Comment

Comments (0)

Select Comment

Type a note (optional)

Add another note

Buttons: Add, Cancel, OK

11. Once **SAVED** a little blue bubble will appear in the cell to show there is a comment.
12. If you hover over the bubble the comment will appear.

8:02

Blue bubble icon (highlighted with '11')