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**

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

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