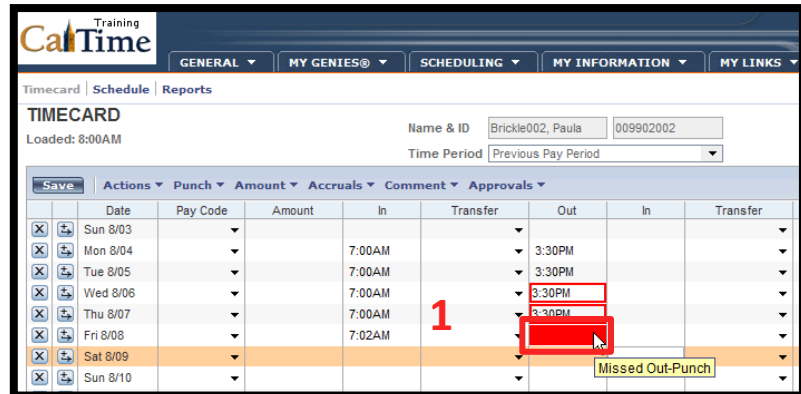


A timecard is a legal document; therefore, any changes should be documented. Comments can be added to pay codes and times punches. (They are available to provide further information about that pay code or punch.)



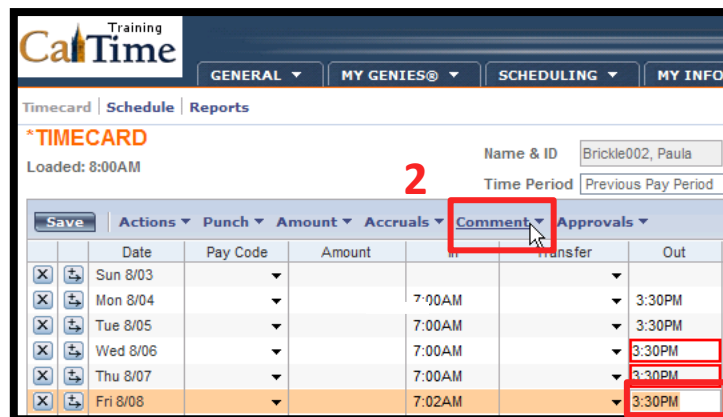
Best practice is for necessary timecard edits to be made by the employee, but occasionally, when an employee is unable to edit his/her timecard, the supervisor will do so. If you must make such edits, it is good to note the reason for the adjustment by adding comments to pay codes and punches.

1. This employee has a missed punch. After editing the time, click in the punch cell to which you want to apply a comment.

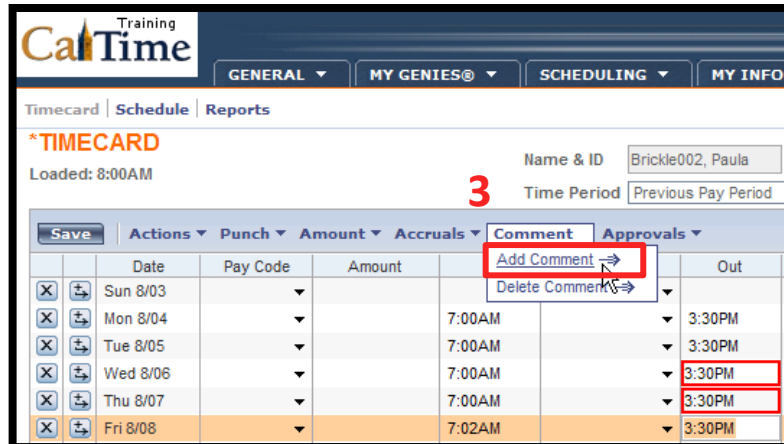


2. Click the **Comment** drop-list arrow.

NOTE: Make sure there is data in the punch or pay code cell before you click **Comment**.

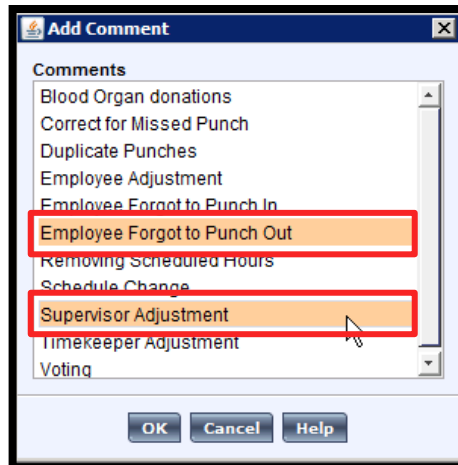


3. Click **Add Comment**.

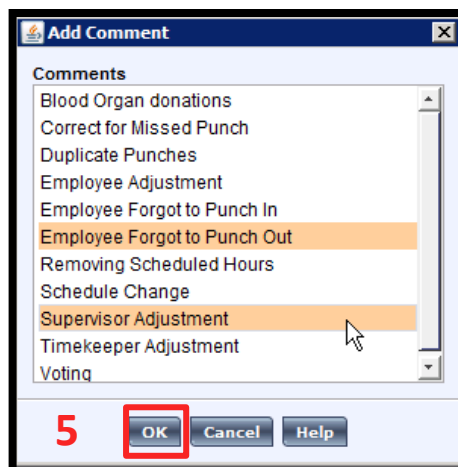


4. Select the appropriate reason for the comment from the **Add Comment** list.

NOTE: Use **Ctrl-click** (Windows) or **Command-click** (Mac) to select more than one **Comment**.



5. Click **OK**.



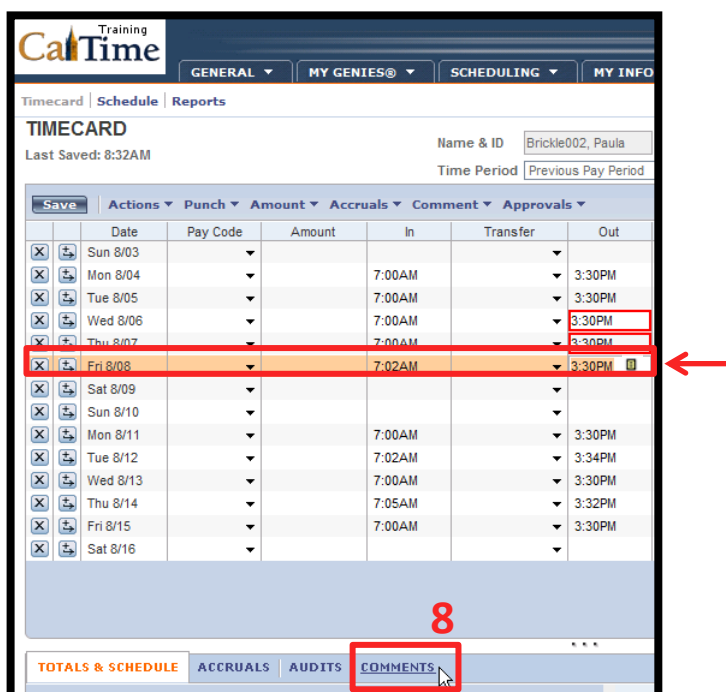
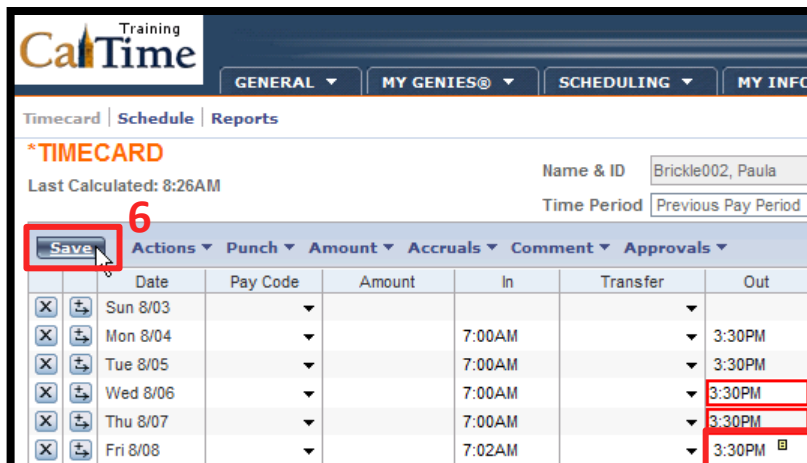
6. Click **Save**.

NOTE: The word **Timecard** will change from orange to black after you have clicked **Save**, and the **asterisk** by it will disappear.

7. When you return to the timecard view, you will see a **Comment** icon in the cell in which you were working.

8. To see the comments, click in the cell that contains them, and click the **Comments** tab in the lower left of the window.

The comments will be displayed just below the tab.



TIMECARD
Last Saved: 8:32AM
Name & ID: Brickle002, Paula
Time Period: Previous Pay Period

Date	Pay Code	Amount	In	Transfer	Out
Sun 8/03					
Mon 8/04			7:00AM		3:30PM
Tue 8/05			7:00AM		3:30PM
Wed 8/06			7:00AM		3:30PM
Thu 8/07			7:00AM		3:30PM
Fri 8/08			7:02AM		3:30PM
Sat 8/09					
Sun 8/10					
Mon 8/11			7:00AM		3:30PM
Tue 8/12			7:02AM		3:34PM
Wed 8/13			7:00AM		3:30PM
Thu 8/14			7:05AM		3:32PM
Fri 8/15			7:00AM		3:30PM
Sat 8/16					

Date	Comment
Fri 8/08	Supervisor Adjustment
Fri 8/08	Employee Forgot to Punch Out

Deleting Comments _____

Occasionally you may need to delete a comment. Let us say that you accidentally added **Timekeeper Adjustment** instead of **Supervisor Adjustment**.

- Click in the cell that contains the undesired comment.

*TIMECARD
Last Saved: 8:32AM
Name & ID: Brickle002, Paula
Time Period: Previous Pay Period

Date	Pay Code	Amount	In	Transfer	Out
Sun 8/03					
Mon 8/04			7:00AM		3:30PM
Tue 8/05			7:00AM		3:30PM
Wed 8/06			7:00AM		3:30PM
Thu 8/07			7:00AM		3:30PM
Fri 8/08			7:02AM		3:30PM

Date	Comment
Fri 8/08	Supervisor Adjustment
Fri 8/08	Employee Forgot to Punch Out

10. Click Comment.

The screenshot shows the CalTime interface for a supervisor. The 'Comment' dropdown menu is highlighted with a red box. The number '10' is placed next to the dropdown. The interface includes a header with 'CalTime Training' and navigation tabs for 'GENERAL', 'MY GENIES@', 'SCHEDULING', and 'MY INFO'. Below the header, there are tabs for 'Timecard', 'Schedule', and 'Reports'. The main area displays '*TIMECARD' for Paula Brickle002, with a 'Last Saved: 8:32AM' timestamp. A table lists dates from Sun 8/03 to Fri 8/08 with columns for Date, Pay Code, Amount, In, Transfer, and Out. The 'Comment' dropdown is open, showing options like 'Add Comment' and 'Delete Comment'.

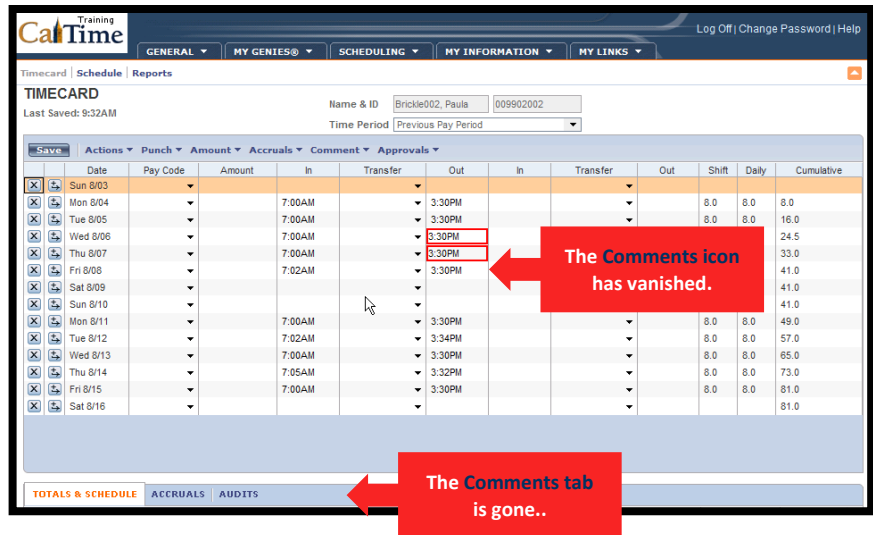
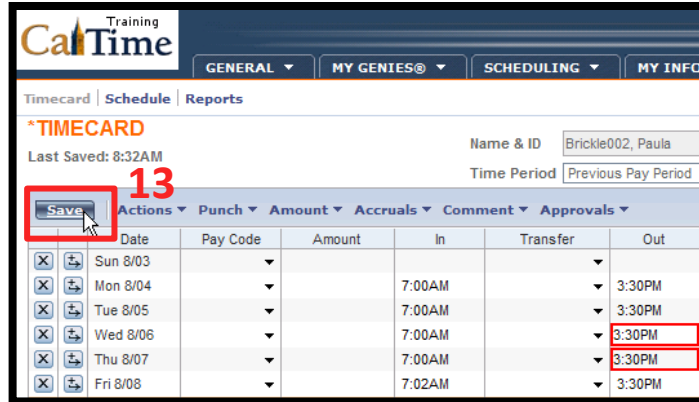
11. Click Delete Comment.

The screenshot shows the CalTime interface with the 'Delete Comment' option highlighted in red. The number '11' is placed below the screenshot. The interface is similar to the previous one, but the 'Delete Comment' option is selected in the dropdown menu.

12. Click Yes.

The screenshot shows a confirmation dialog box titled 'Workforce Central'. The text inside asks, 'Are you sure you want to delete the selected comment and all of its notes?'. The 'Yes' button is highlighted with a red box. The number '12' is placed next to the 'Yes' button.

13. Click **Save**.
All comments stored in the cell will be deleted, and the **Comments** icon will disappear. The **Comments** tab will vanish, as well.



14. When done, click **Log Off** or **Reports**, or click **My Genies** to return to a different Genie.

