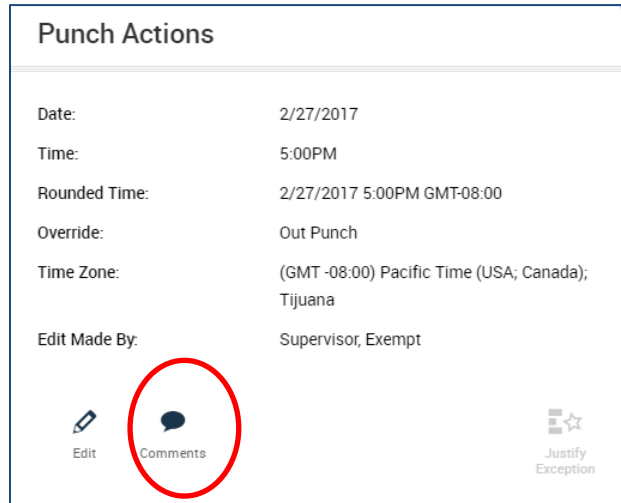


# CalTime: Adding Comments

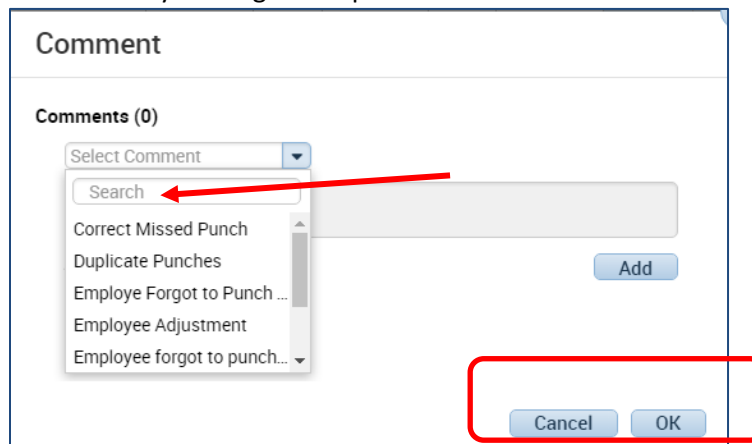
Supervisors and Timekeepers (not employees) are able to add a comment when editing an employee's timecard.

## Adding Comments

1. Right click on the time field on the employees timecard (a punch actions window will appear)
2. Click on Comments (a comment window will open)



3. Select from drop down list of comments by clicking on drop down field and click Ok.



4. A little comment picture will appear next to the time to convey a comment has been added.

Manage My Department | Timecards

Ahn, Natalie G | 2 of 29 | 012542676 | Loaded: 3:40 PM | Current Pay Period

View | Approve Timecard | Print Timecard

	Date	Pay Code	Amount	In	Transfer	Out	In	Tr
+ x	Sun 2/26							
+ x	Mon 2/27			8:00AM	;PPSM_NonEx_CTP Day 30d	5:00PM		
+ x	Tue 2/28			8:00AM		5:00PM		