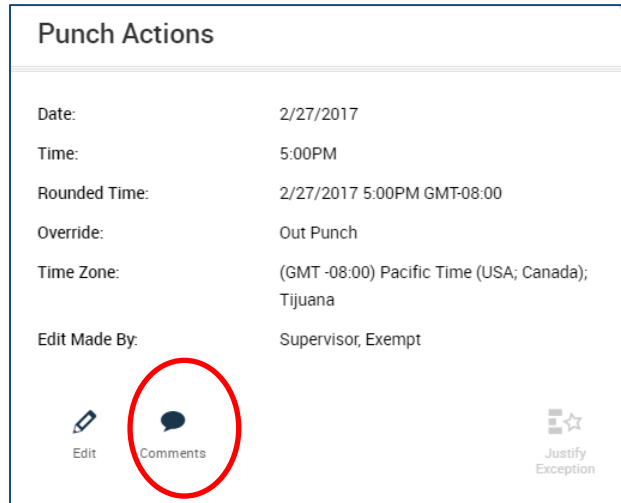# CalTime : Adding Comments

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)
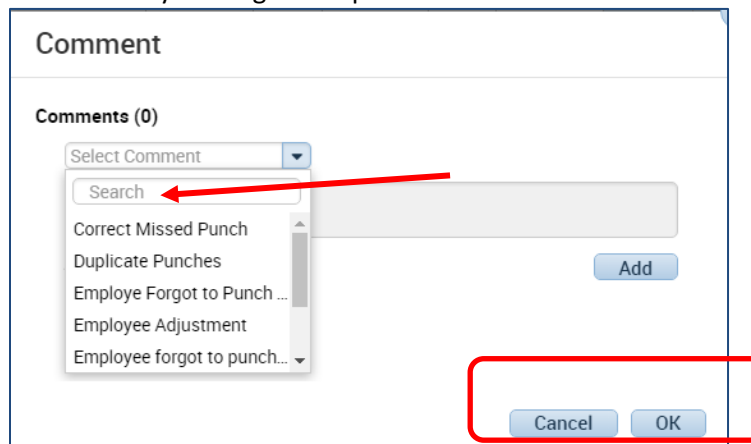2. Click on Comments (a comment window will open)



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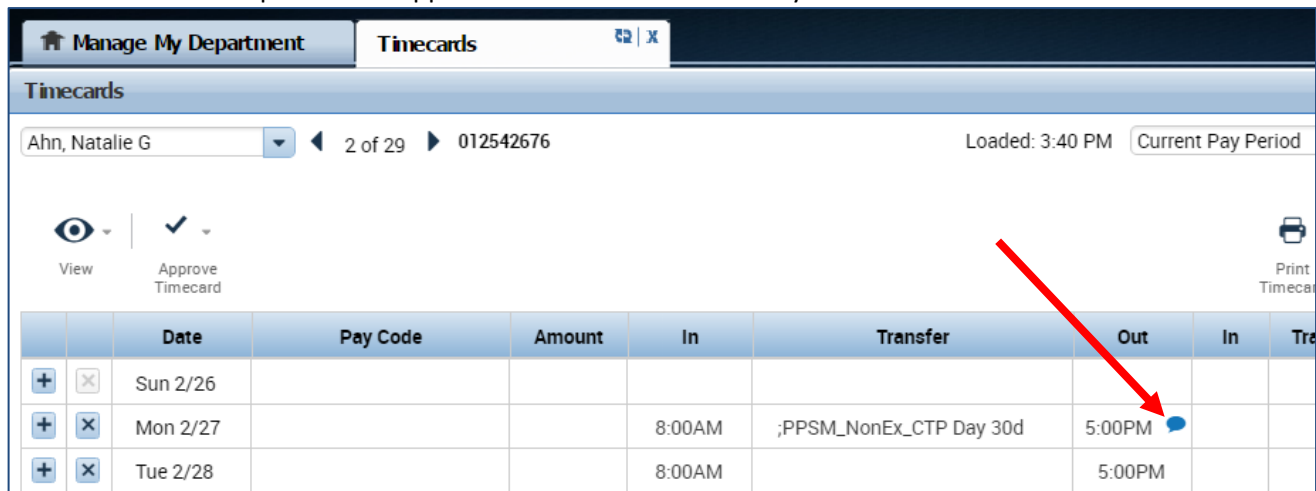


4. A little comment picture will appear next to the time to convey a comment has been added.