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)

#### Punch Actions

- Date: 2/27/2017
- Time: 5:00PM
- Rounded Time: 2/27/2017 5:00PM GMT08:00
- Override: Out Punch
- Time Zone: (GMT -08:00) Pacific Time (USA, Canada); Tijuana
- Edit Made By: Supervisor, Exempt

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

#### Comment

- Comments:
  - Correct Missed Punch
  - Duplicate Punches
  - Employee Forgot to Punch...
  - Employee Adjustment
  - Employee forgot to punch...

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