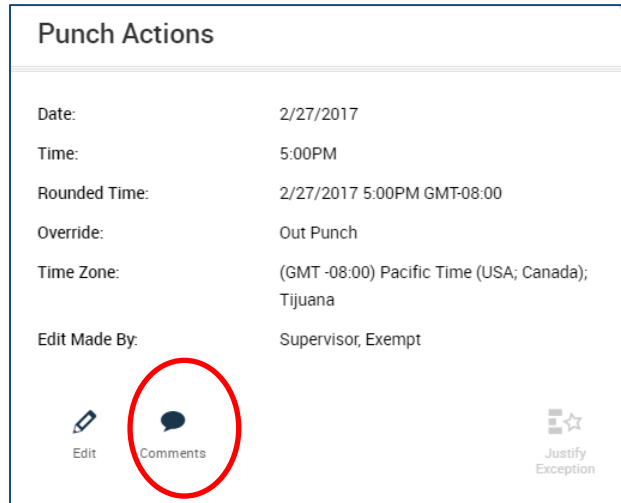


CalTime: Adding Comments

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)

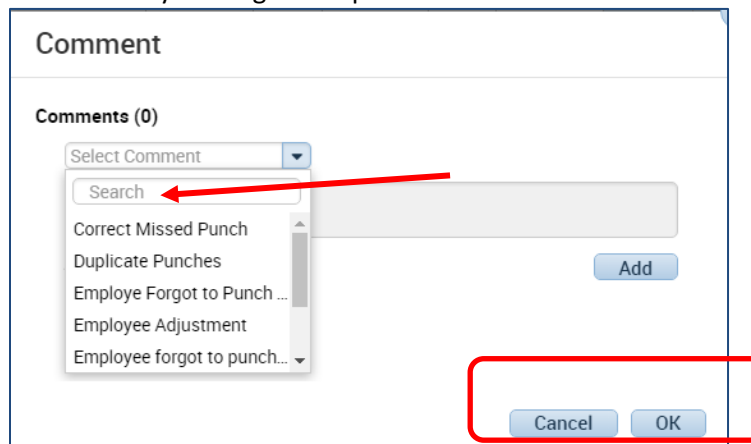


Punch Actions

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

Edit Comments Justify Exception

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



Comment

Comments (0)

Select Comment

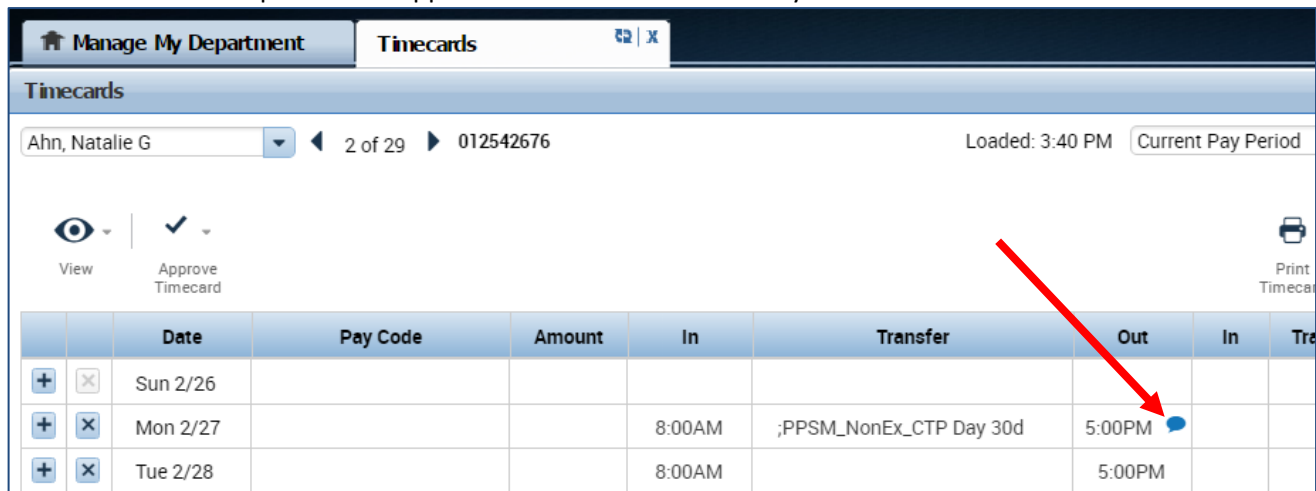
Search

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

Add

Cancel 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		