Adding Comments to a Time Card

1. Go to My Genies and Select Hours Summary
2. Double Click on the employee to open up the time card
3. Once you receive employees email with the employees missed punch time, enter in missed punch
4. Leave your cursor in that cell to add the comment
5. Left click on Comment in the toolbar section
6. From the Comment drop down menu Select Add Comment
7. Select the desired comment
8. Add an appropriate note that can be searched on later.
9. Select OK
10. Once **SAVED** a little yellow note paid will appear in the cell to show there is a comment and a **COMMENTS** tab will appear at the bottom of the time card. Click on it to read any comments.

<table>
<thead>
<tr>
<th>Date</th>
<th>Comment</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/25</td>
<td>Employee forgot to clock in or out.</td>
<td>Employee sent biodogger email on 4/26 with their manager about paying their raise. What outcome was 18:33 due to forgetting to clock out as they left the building. (provoking) 4/26/2016 10:31</td>
</tr>
</tbody>
</table>