



# TIME REPORTING HELPFUL TIPS

## Adding Comments to a Time Card

1. Select an employee from your **Hours Summary Genie**
2. **Double Click on the employee to open up the time card**

Hours Summary Loaded 16:08 Previous Pay Period All Home and Transferred... Edit

Select All Rows | Column Selection | Filter | People | Timekeeping | Approval | Schedule | Refresh | Share | Go To

GWid	Name	Ban... Org ...	Department Name	Manag... Appro...	Miss... Punch	Annual Hours	Sick Hours	Holiday Hours	Other ... Leave ...	Worked Hours	Total ... Hours	Unpaid Hours
G66660003	Ford, Betty	9999...	Vice Presidents Office	1	✓		8.0	8.0		68.5	84.5	
G66660002	Ford, Gerald	9999...	Vice Presidents Office	1						22.0	22.0	
G66660005	Jacqueline, Kennedy	9999...	Vice Presidents Office	1				8.0		43.5	51.5	
G66660001	John, Adams	9999...	Vice Presidents Office	1		8.0	8.0	8.0		24.0	48.0	
G66660004	Kennedy, John	9999...	Vice Presidents Office	1		4.0	4.0	5.3		63.5	76.8	

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. Right **click** on the cell to active the Punch Actions box
6. Select Comment
6. From the Comment drop down menu Select Add Comment

Ford, Betty | 1 of 1 | G66660003 | Loaded

Quick Actions | View | Approve Timecard

	Date	Schedule	Pay Code	Amount
+ -	Sun 1/13			
+ -	Mon 1/14			
+ -	Tue 1/15			
+ -	Wed 1/16			
+ -	Thu 1/17			
+ -	Fri 1/18		REG	8.0
+ -	Sat 1/19			
+ -	Sun 1/20			
+ -	Mon 1/21		Martin ...	8.0
+ -	Tue 1/22			

### Punch Actions

Date: 1/15/2019  
Time: 8:02  
Rounded Time: 1/15/2019 8:00 GMT-05:00  
Override: In Punch  
Time Zone: (GMT -05:00) Eastern Time (USA, Canada)  
Exceptions: Unscheduled  
Last Edit Date: 2/05/2019  
Edit Made By: John, Adams

Mark As Reviewed | Edit | Comments | Justify Exception

7. Select the desired comment
8. Add an appropriate note that can be searched on later.
9. Select **Add**
10. Select **OK**

**Comment**

Comments (0)

Select Comment

Type a note (optional)

Add another note

Add

Cancel OK

11. Once **SAVED** a little blue bubble will appear in the cell to show there is a comment.
12. If you hover over the bubble the comment will appear.

