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

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 activate the Punch Actions box
6. Select Comment

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