



Add Comments & Notes

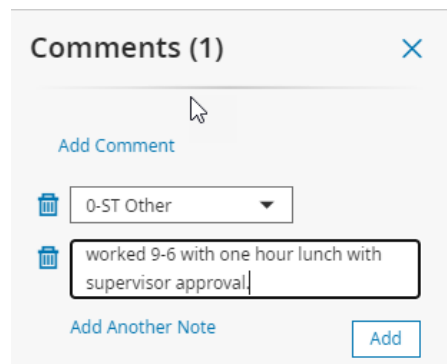
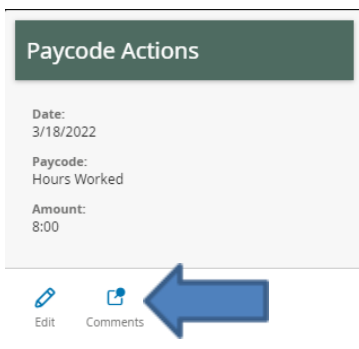
This job aid explains how you can work with the comments in any area of the application.

About Comments

- Comments are short, predefined descriptions that you can add to amounts, and historical amounts when accessing your timecard.
- Comments are pre-configured and cannot be edited.
- Notes are free text that you can add to comments. A note must be attached to a comment; it cannot exist on its own.

To add a comment and note to the timecard:

1. Right-click on the hours you want to add a comment to.
2. In the Paycode Actions menu, select Comment.



3. Select the type of Comment you want to add. If you want to add a comment that isn't already included in drop down choices with free text notes, select "O-ST Other"
4. Type the text of your comment in the text box.
5. Click **Apply**, and then click **Save** in the timecard.
6. Comments will appear in the timecard with a blue bubble indicator.

