

## Using Notes in an Employee Time Card

You can add notes to an employee's time card. Notes are available in the individual time card and the group time card (editing sheet). This allows you to remember, for example, why you performed certain tasks. If you use Employee Self Service, these notes are also posted for the employee to see in his or her time card.

To add a note:

1. Right-click in the Date column and select Notes/Comments.
2. Select Add Note/Comment. The Add Note/Comment for This Day window is displayed.
3. Check to make sure the date is correct. If incorrect, change the date.
4. Add a note.
5. Click Ok. The date becomes bold, indicating the day has a note.

To review notes:

1. Right-click in the Date column and select Review.
2. Select Notes/Comments. The notes for the pay period are displayed.
3. Click Cancel when finished.

To remove a note:

1. Right-click in the Date column and select Notes/Comments.
2. Select Remove Notes/Comments. The notes for the day are deleted.