CalTime : Adding Comments

Supervisors and Timekeepers (not employees) are able to add a comment when editing an employee's timecard.

Adding Comments

1. Right click on the time field on the employees timecard (a punch actions window will appear)

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+	×	Wed 3/...			8:00AM		5:00P...						9.0	9.0	9.0
+	×	Thu 3/...	Vacati...	8.0									8.0	17.0
+	×	Fri 3/03			8:00AM		5:00PM						9.0	9.0	26.0

2. Click on Comments (a comment window will open)

Punch Actions

Date:	2/27/2017
Time:	5:00PM
Rounded Time:	2/27/2017 5:00PM GMT-08:00
Override:	Out Punch
Time Zone:	(GMT -08:00) Pacific Time (USA; Canada); Tijuana
Edit Made By:	Supervisor, Exempt

Edit   Comments   Justify Exception

3. Select from drop down list of comments by clicking on drop down field and click Ok.

Comment

Comments (0)

Select Comment
Search
Correct Missed Punch
Duplicate Punches
Employe Forgot to Punch ...
Employee Adjustment
Employee forgot to punch...

Add

Cancel   OK

4. A little comment picture will appear next to the time to convey a comment has been added.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule
+	×	Wed 3/...			8:00AM		5:00PM 💬				
+	×	Thu 3/...	Vacati...	8.0							