

# Add Comments and Notes to Timecards

Provides step-by-step instructions on how to work with comments and notes in a timecard.

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### Timecard Comments and Notes

Add comments in the timecard to provide helpful details and notes. For ease, select comments from a preconfigured list.

Optionally, you can enter free text as notes to one or more comments.

### Add a Comment to the Timecard in Table View

Comments are short, predefined descriptions that you can add to punches, exceptions, or amounts within a timecard.

#### Navigation: Main Menu > Time > Timecards

1. Select a timecard.
2. Right-click on the punch you wish to comment.
3. From the **Punch Actions** panel, select **Comments**
4. From the **Select a Comment** drop-down list, select a comment.

#### Note

If the punch has an exception, you will see the **Comment On** drop-down list and you can select a punch or an exception.

If your organization uses the **Attendance** solution, check with your administrator to add the comment to the applicable item for accurate attendance rules interpretation.

5. (Optional) Enter text to add more information in the **Type a Note** field.
6. Select **Add**.  
You can add more than one comment and note to the same punch.
7. Select **Apply**.

## 8. Select **Save**.

Comments appear in the timecard with a blue bubble indicator after the punch.

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