

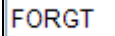



Adding and Deleting Comments Codes

Step	Action
1.	Click the Look up Comment Code button to add a comment. 
2.	Review the list of comments and select the most appropriate to identify the edit made to the timesheet. Click the Forgot to Punch In and or Out link. Forgot to Punch In and or Out
3.	Click the Save button. 
4.	If the incorrect comment code was entered earlier you can delete the code. To delete a comment code click the Comment Code field of code you wish to delete. 
5.	Press [Backspace] to remove the code from the field.
6.	Click the Save button. 
7.	End of Procedure.