

A timecard is a legal document; therefore, any changes should be documented. Comments can be added to pay codes and times punches. (They are available, but not required.)



*Best practice is for necessary timecard edits to be called to the attention of the employee, but occasionally, when an employee is unable to edit his/her timecard, the supervisor will do so. If you must make such edits, it is good to note the reason for the adjustment by adding comments to pay codes and punches.*

1. Click in the cell to which you want to apply a comment.
2. Click the **Comments** button.

The screenshot shows the CalTime Timecard interface. At the top, there's a header with 'CalTime Training' and a 'Log' button. Below that, a navigation bar includes 'Timecard', 'Schedule', and 'Reports'. The main section is titled 'TIMECARD' and shows 'Person & Id: Anderson002, Nick (009901002)' and 'Time Period: Previous Pay Period 7/20/2014 - 8/02/2014'. A message states 'Timecard successfully saved on: 8/06/2014 9:07AM'. Below this is a toolbar with buttons: 'Save', 'Approve', 'Comments' (highlighted with a red box and the number 2), 'Primary Account', 'Totals Summary', 'Refresh', and a 'Select an Action' dropdown. The main table has columns: 'Add Row', 'Date', 'Pay Code', 'Amount', 'In', 'Transfer', and 'Out'. The 'Out' column for 'Tue 7/22' is highlighted with a red box and the number 1.

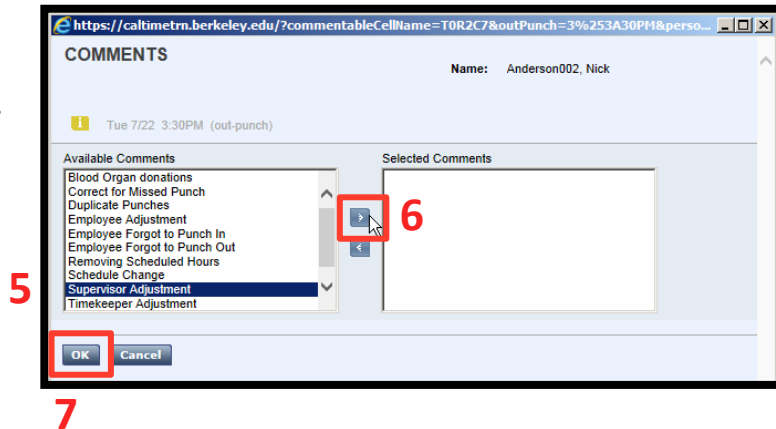
3. Select the appropriate reason for the comment from the **Available Comments** list in the left-hand window.

The screenshot shows the 'COMMENTS' dialog box. The title bar indicates the URL: 'https://caltimetrn.berkeley.edu/?commentableCellName=T0R2C7&outPunch=3%253A30PM&perso...'. The 'Name' field shows 'Anderson002, Nick'. A message states 'Tue 7/22 3:30PM (out-punch)'. The dialog is divided into two panes: 'Available Comments' on the left and 'Selected Comments' on the right. The 'Available Comments' list includes: 'Blood Organ donations', 'Correct for Missed Punch', 'Duplicate Punches', 'Employee Adjustment', 'Employee Forgot to Punch In', 'Employee Forgot to Punch Out' (highlighted with a red box and the number 3), 'Removing Scheduled Hours', 'Schedule Change', 'Supervisor Adjustment', and 'Timekeeper Adjustment'. There are 'OK' and 'Cancel' buttons at the bottom.

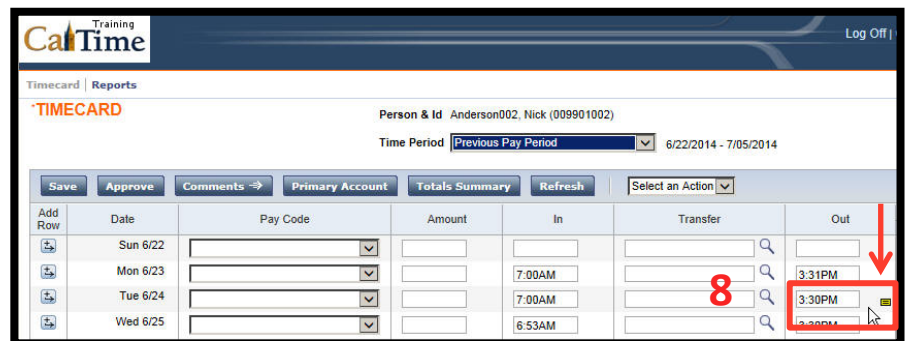
4. Click the **Add** button (right-pointing arrow).

This screenshot is identical to the previous one, showing the 'COMMENTS' dialog box with the 'Employee Forgot to Punch Out' option selected in the 'Available Comments' list. The 'Add' button (right-pointing arrow) between the two panes is highlighted with a red box and the number 4.

5. Select **Supervisor Adjustment** from **Available Comments**.
6. Click the **Add** button.
7. Click **OK**.



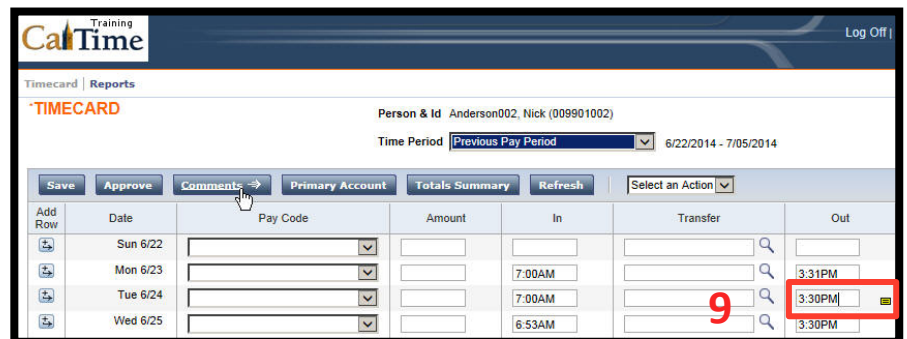
8. When you return to the timecard view, you will see a **Comments** icon in the cell you selected.



**NOTE:** If you hover your mouse pointer over the icon, CalTime will display the attached comment, which in this case is: **"Employee Forgot to Punch In. Supervisor Adjustment"**.

Once you have added a comment, it is quite easy to delete it. Let us say that you accidentally added **Timekeeper Adjustment** instead of **Supervisor Adjustment**.

9. Click in the cell that contains the undesired comment.



10. Click **Comments**.

11. Select the undesired comment in the right-hand box.

12. Click the **Remove** button (left-pointing arrow).

13. Click **OK**.

13

14. If no comment remains, the **Comments** icon will disappear.

The screenshot shows the CalTime Timecard interface for user Anderson002, Nick (009901002). The 'Time Period' is set to 'Previous Pay Period' for 6/22/2014 - 7/05/2014. The 'Comments' icon is highlighted with a red box and the number 14. The table below shows the timecard data:

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 6/22					
	Mon 6/23			7:00AM		3:31PM
	Tue 6/24			7:00AM		3:30PM
	Wed 6/25			6:53AM		3:30PM

15. Click **Save** to store your changes.

The screenshot shows the CalTime Timecard interface for user Anderson002, Nick (009901002). The 'Time Period' is set to 'Previous Pay Period' for 6/22/2014 - 7/05/2014. The 'Save' button is highlighted with a red box and the number 15. The table below shows the timecard data:

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 6/22					

16. Click **Log Off** when done, or click **Home** to return to access to the **Genies** or **Reports**.

The screenshot shows the CalTime Timecard interface for user Anderson002, Nick (009901002). The 'Time Period' is set to 'Current Pay Period' for 6/08/2014 - 6/21/2014. The 'Log Off' and 'Home' buttons are highlighted with red boxes and the number 16. The table below shows the timecard data:

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals Shift	Totals Daily
	Sun 6/08						<input type="checkbox"/>		
	Mon 6/09			9:03AM		5:00PM	<input type="checkbox"/>	7:30	7:30
	Tue 6/10			9:16AM		5:00PM	<input type="checkbox"/>	7:15	7:15
	Wed 6/11			11:44AM		5:15PM	<input type="checkbox"/>	5:30	5:30
	Thu 6/12			9:00AM	(P.V. - DNR!!!)	5:00PM	<input type="checkbox"/>	7:30	7:30