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.

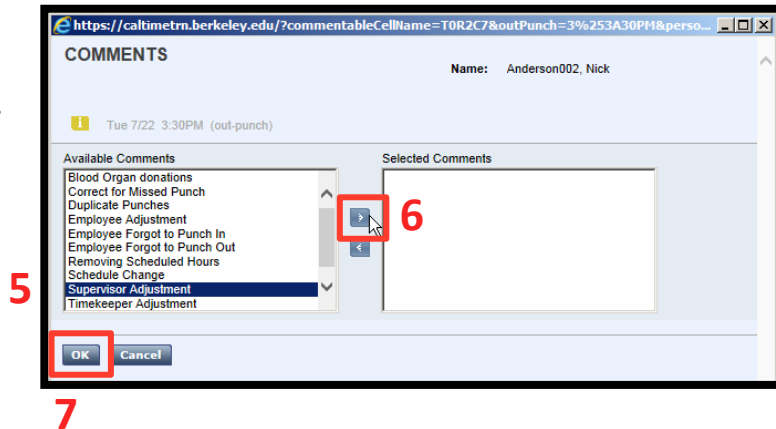1. Click in the cell to which you want to apply a comment.

2. Click the **Comments** button.

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

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

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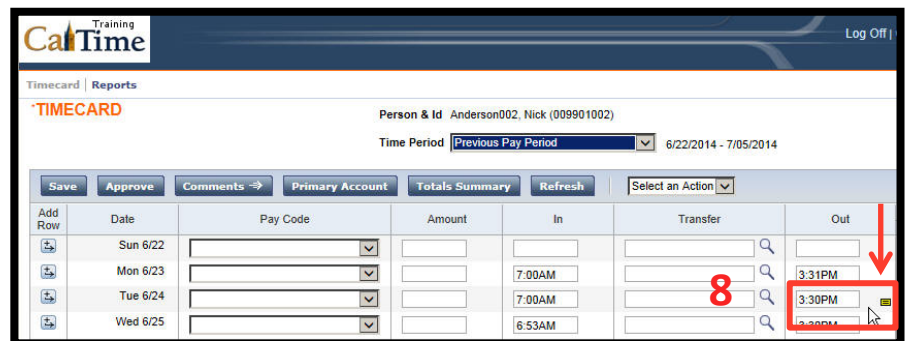
NOTE: If you hover your mouse pointer over the icon, CalTime will display the attached comment, which in this case is: "**Employee Forgot to Punch In. Supervisor Adjustment**".

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.
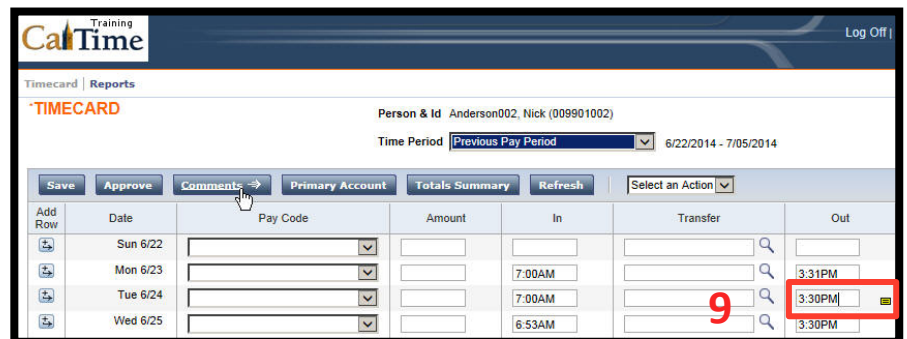
10. Click **Comments**.

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

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

13. Click **OK**.

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

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

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