Adding Comments for Exempt Employees

When there is an exception on your timecard, you can add comments to justify or explain the anomaly in your schedule. Your manager will be able to review the comments and either approve the timecard or contact you for more information.

In this job aid, you will learn how to add comments to your timecard. Guidelines for whether your department requires comments can be found in your department’s Kronos SOP.

Adding Comments

2. Log on using your Pirate ID and Passphrase.
3. Find the entry that should include a comment.
4. Right click on the entry.
5. From the Pay Code Action select Comments.
6. Select the applicable Comment(s).
7. Click Add button.
8. Click OK.
9. To view the comment(s), hover over the Comment Icon within the cell.
10. Comments are also viewable on the Comments tab at the bottom of the Timecard.

For further assistance or additional information please visit http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm

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Adding Additional Notes to a Comment

After you select a comment to add to your timecard, you may have the option to add additional notes and provide more details associated with a comment.

1. Access the My Timecard widget.
2. Find the entry that should include a comment.
3. Right click on the entry.
4. From the Pay Code Action select Comments.
5. Select the applicable comment(s) from the drop-down menu.
6. In the Type a note (optional) field, add additional information.
7. Click Add button.
8. Repeat as needed for each additional note.
9. Click OK.

10. Click the Save button within the timecard.

11. To view the comment(s), hover over the Comment Icon within the cell.

12. Comments are also viewable on the Comments Tab at the bottom of the Timecard.

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Editing an Existing Comment to Add a Note

After you add a comment and a note to your timecard, you may have the option to add additional notes and provide more details associated with a comment.

1. Access the **My Timecard** widget.
2. Find the entry that should include a comment.
3. Right click on the entry.
4. From the **Pay Code Action** select **Comments**.
5. Click the **Comments** option in the **Pay Code Actions**.
6. Click the box with the comment and you can EDIT your comment.
7. Click **Update** button.
8. Repeat as needed for each additional note.
9. Click **OK**.
10. Click the **Save** button within the Timecard.
11. To view comment(s), hover over the **Comment Icon** within the cell.
12. **Comments** are also viewable on the **Comments Tab** at the bottom of the Timecard.

**Note:** To add a comment, the selected cell must contain data.

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