



Entering Comments on a Timesheet:

After hours have been submitted on a timesheet a comment Section becomes available to users.

Click on the bubble for the day and/or time reporting code a comment is needed for.

Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26
8.00	8.00	8.00	8.00	8.00		

Timesheet Change Notification

e Status				
Reported Status	Total	TRC	Description	Comment
Needs Approval	8.00	WORK	Hours Worked	
Needs Approval	8.00	WORK	Hours Worked	

A comment box will be appear, enter message about the change or addition as needed. Multiple comments can be added.

User ID	DateTime Created	Source	Comment
16938	10/19/2014 8:11PM	Reporting	Entering a comment

Click 'OK' once comment/s have been completed.

Comment bubbles with lines (like the below screen shot) already have a comment entered, they can still be accessed and added to by clicking on them.

Total	TRC	Description	Comments
8.00	WORK	Hours Worked	