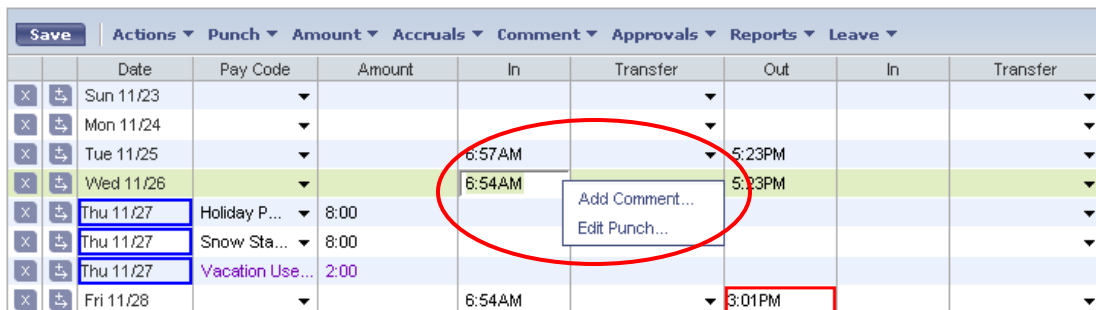


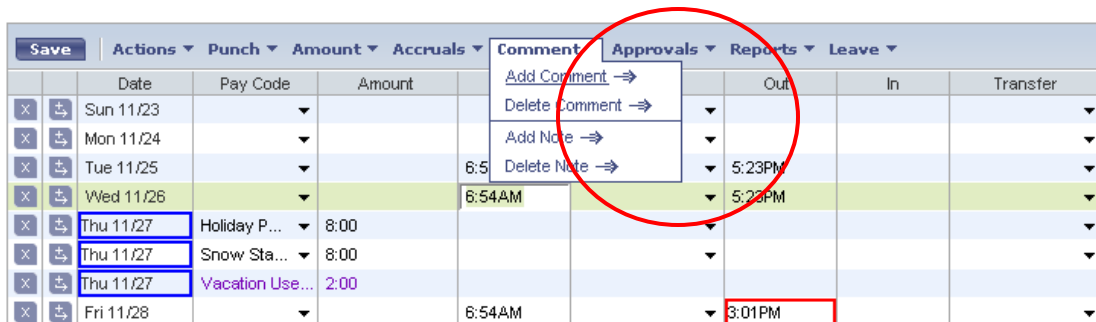
Adding a Comment and/or Note to a Kronos Entry

At times it may be necessary to add a comment and/or a note to an entry in Kronos for further explanation. These comments and notes can be added to punch times and or interval amounts (sick time used, vacation time used, etc.) Below are the step by step instructions on how to add a comment to a punch or interval amount:

1. Navigate to the appropriate employee's timecard within Kronos and highlight the entry that is to be commented.
2. There are two ways to add a comment
 - a. Right click on the entry to be commented and choose Add a Comment



- b. At the top of the timecard, choose Comment from the menu bar



3. This will bring up the Add Comment box



4. Comment - Using the scroll bar to the right of the comment list, scroll down and highlight the appropriate comment. If there is not a canned comment for your needs, use the Approved comment and add a note to the information
5. Note – the note field is a free-form field with limited space. Be clear in the notation; however, remember that this information can be used as data evidence if needed
6. Click OK to Save the comment to the timecard
7. Click SAVE on the timecard to save the entry.