

Entering Comments on a Timesheet

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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.

Sun 3/24	Mon 3/25	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30	Sun 3/31	
<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reported Time Status [Summary](#) [Leave / Compensatory Time](#) [Exceptions](#) [Payable Time](#)

Reported Time Status

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Date	Reported Status	Total	TRC	Description	Add Comments
03/25/2024	Needs Approval	8.00	WORK	Hours Worked	<input type="button" value="Comment"/>
03/26/2024	Needs Approval	8.00	WORK	Hours Worked	<input type="button" value="Comment"/>

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

Comments related to time entered for 03/25/2024

☰ 🔍 1-1 of 1

	Date	User ID	Date Time Created	Source	Comment
1	03/25/2024	38998	04/01/2024 1:04PM	Time Reporting	Entering a comment

Add Comment

OK Cancel Apply

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. Comment will appear on each TRC entered on the day

Total	TRC	Description	Review Comments
8.00	WORK	Hours Worked	