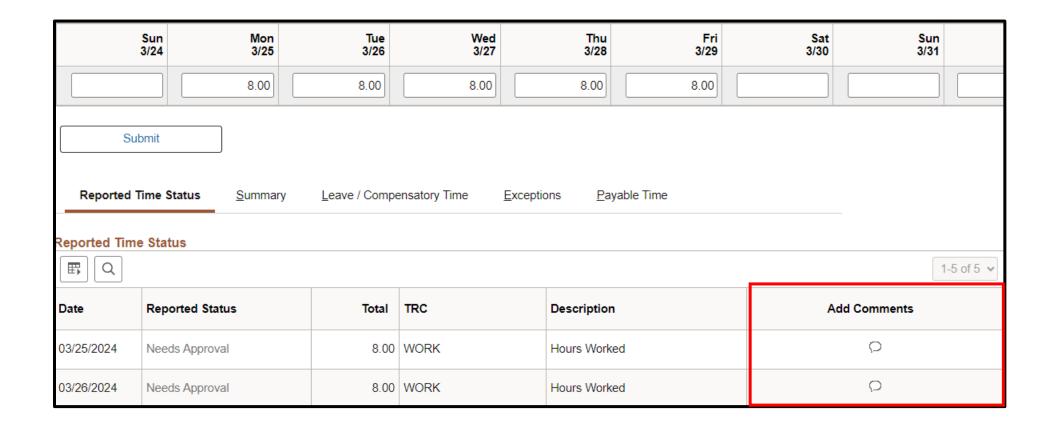
## Entering Comments on a Timesheet

## **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.



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



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

