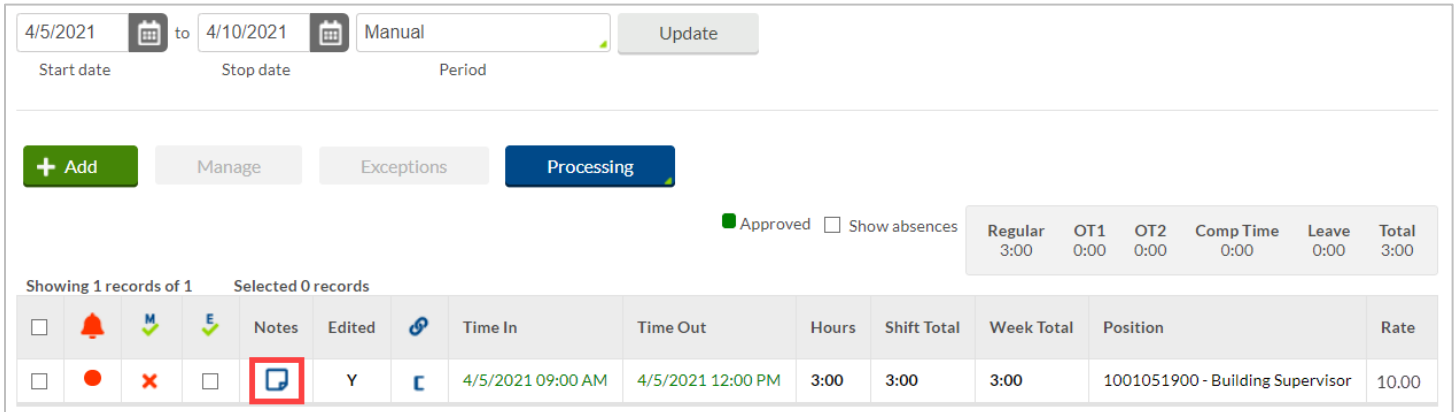


Add Note to Time Segment Job Aid

The purpose of this job aid is to explain how to enter a note for a time segment.

1. On either the Individual (Hours > Individual Hours) or Group (Hours > Group Hours) Hours screen, navigate to the employee for which the note needs to be entered.
2. Adjust the Start and Stop dates, if necessary, to find the date of the time segment.



4/5/2021 to 4/10/2021 Manual Update

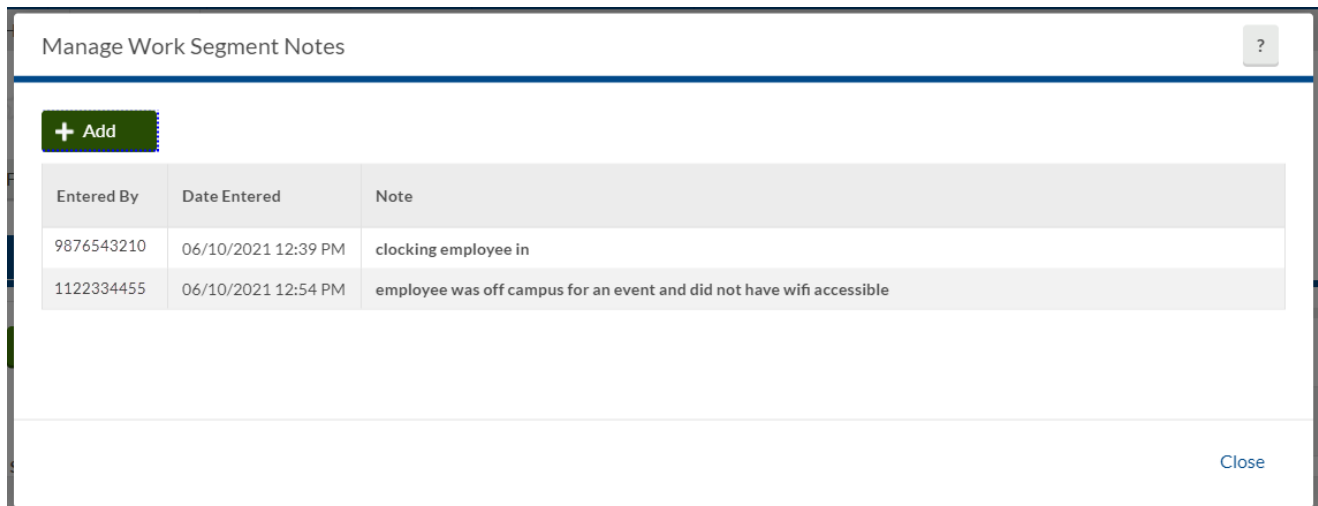
Start date Stop date Period

+ Add Manage Exceptions Processing

Approved Show absences

Showing 1 records of 1		Selected 0 records		Regular	OT1	OT2	Comp Time	Leave	Total				
3:00	0:00	0:00	0:00	0:00	0:00	3:00	0:00	3:00					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Notes	Edited	<input checked="" type="checkbox"/>	Time In	Time Out	Hours	Shift Total	Week Total	Position	Rate
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	4/5/2021 09:00 AM	4/5/2021 12:00 PM	3:00	3:00	3:00	1001051900 - Building Supervisor	10.00

3. The Manage Work Segments Notes dialog box will pop up if a note has not already been entered.
4. To add a shift note, click Add.



Manage Work Segment Notes

+ Add

Entered By	Date Entered	Note
9876543210	06/10/2021 12:39 PM	clocking employee in
1122334455	06/10/2021 12:54 PM	employee was off campus for an event and did not have wifi accessible

Close

5. Enter a note.
6. Click Save.
7. After a note has been entered, the note icon will turn blue to indicate that a note has been entered for the segment.
8. To view the notes that have been entered on the segment, click the blue icon.

Note: You cannot edit or delete notes. You can only add additional notes.