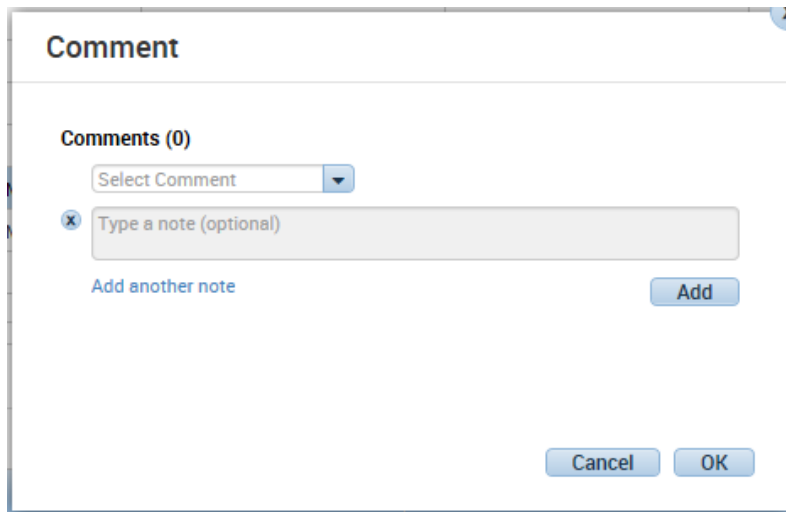# How to add comments

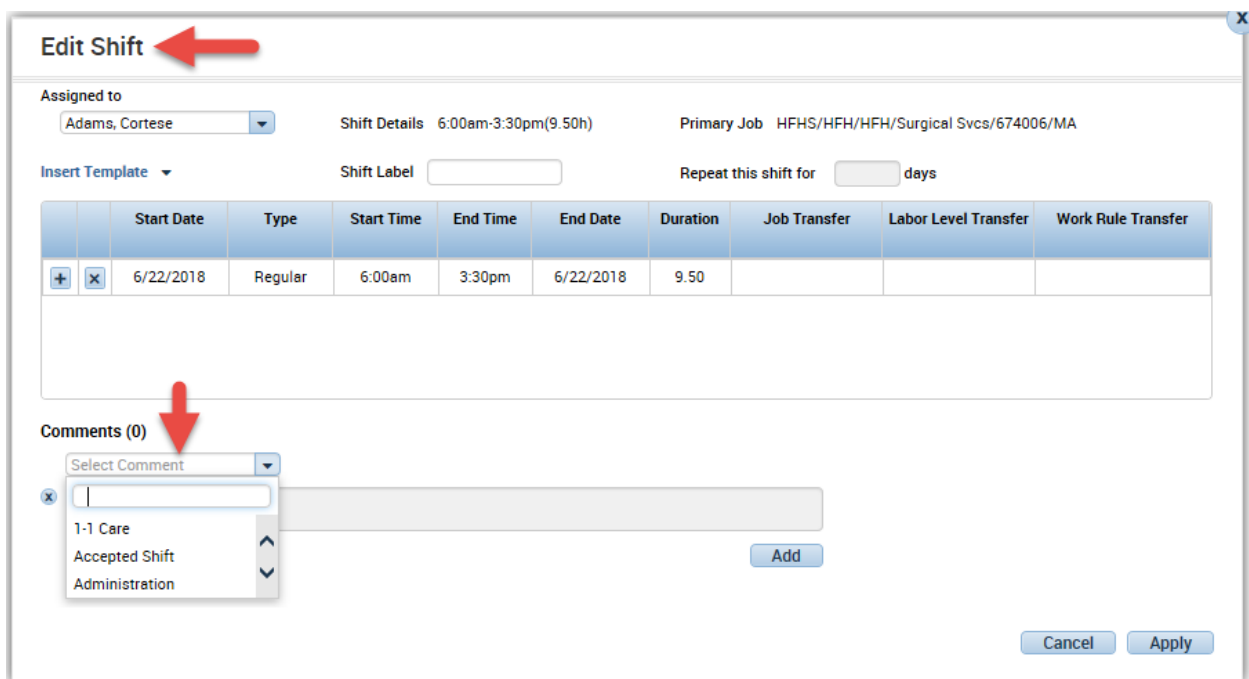| |
|---|
| **Purpose:** How to add comments and notes on Timecard and on Schedule |
| **Audience:** Leadership and Timekeepers |
| **Notes:** In Kronos, Comments and Notes can be added on Timecard or Schedule. Comment can be picked from the list and Note is a free type field. |

**Add comment on Timecard:** right click on the punch → click on Comments... choose comments from the drop down arrow and type in Note if needed. Click OK.



**Add comment on Schedule:** double click on the shift to bring up *Edit Shift* window, click on the comments and add comments as shown below: Click Apply and Save.