

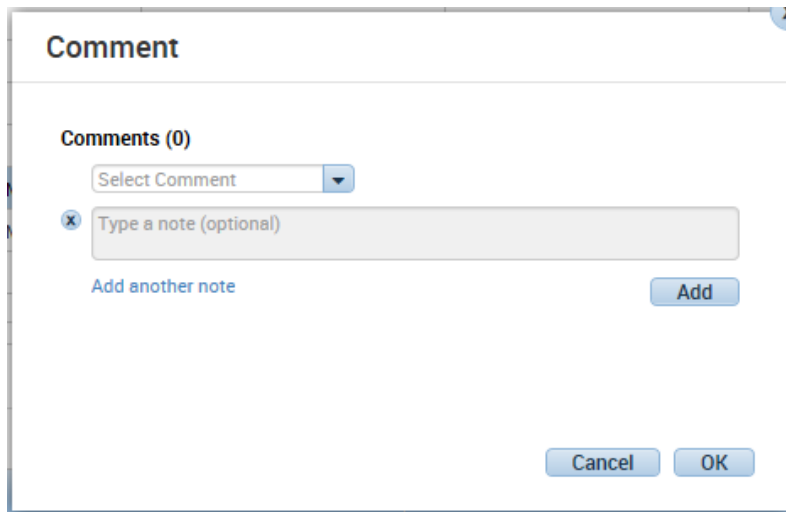
How to add comments

Purpose: How to add comments and notes on Timecard and on Schedule

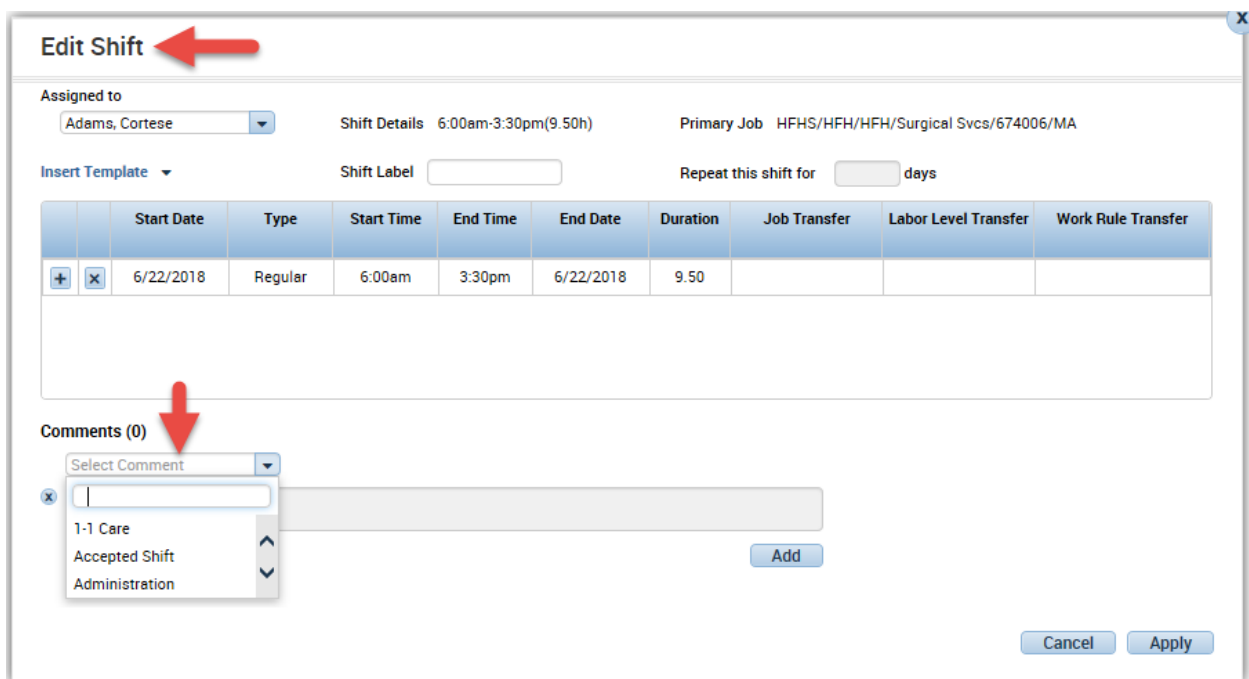
Audience: Leadership and Timekeepers

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.



	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	6/22/2018	Regular	6:00am	3:30pm	6/22/2018	9.50			