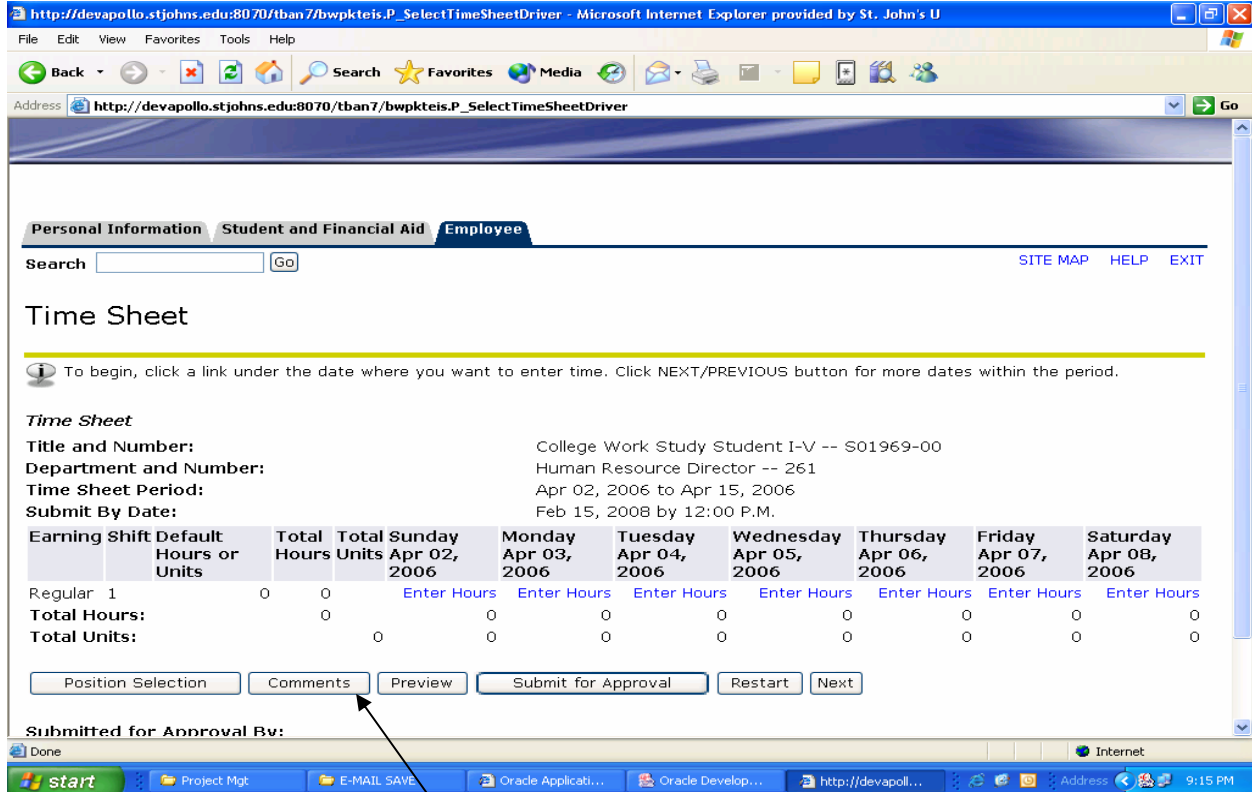
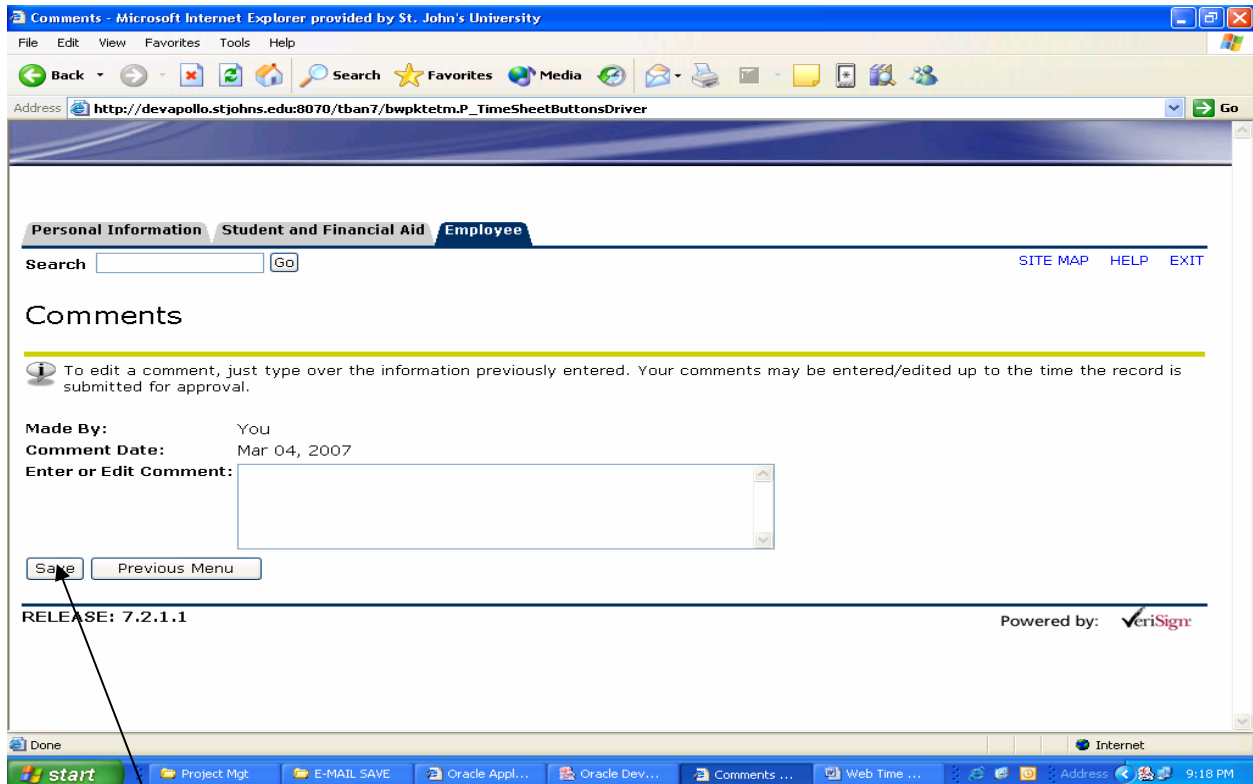


### J. Enter Comments

The **Comments** button is used by Originator or Approvers to enter and view comments about the pay period. For example, to explain additional hours not reported on a previous pay period. Adding comments to your time sheet is optional and not required for processing of time sheet.



1. Employees can click the **Comments** button to provide additional information to the Approver and/or Payroll.



1. Click **Save** to send the comments with the time sheet.
2. To add more comments, repeat the previous steps and **Save**.
3. Click **Previous Menu** to return to the Time Sheet.