

[illegible]

Add Comments to time card entry:

Right click on the cell to add a comment

The screenshot shows the 'Connect' time card entry interface for April Poyer, Payroll & Benefits MGR. The interface includes a header with the user's name and a 'Saved' status, and a table for time card entries. A right-click context menu is open over a cell, showing options like Copy, Paste, Cut, Insert Row Above, Insert Row Below, Duplicate Row, Delete Row, and Add Comment. A red arrow points to the 'Add Comment' option, and a text label 'right click on any cell to add a comment' is present.

11-25-2024 - 12-06-2024		23	Sun, Nov 24	Mon, Nov 25	Tue, Nov 26	Wed, Nov 27	Thu, Nov 28	Fri, Nov 29	Sat, Nov 30	Sun, Dec 01	Mon, Dec 02	Tue, Dec 03	Wed, Dec 04	Thu, Dec 05	Fri, Dec 06	
Scheduled Hours		0	8	8	8	8	8	8	0	0	8	8	8	8	8	
Assignment Number *	Pay Code *	Qty	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
E5212	Regular Time			8	8	8	8	8								48 hours
E5212	Sick Take - NonRep															16 hours
E5212	Vacation Take - NonRep													8	8	16 hours
E5212	Personal Leave Take -															0 hours
																0 hours
																0 hours
																0 hours
																0 hours
																0 hours
																0 hours
Total Hours		0 hours	0 hours	8 hours	8 hours	8 hours	8 hours	8 hours	0 hours	0 hours	8 hours	8 hours	8 hours	8 hours	8 hours	8 hours
Scheduled Hours		0 hours	0 hours	8 hours	8 hours	8 hours	8 hours	8 hours	0 hours	0 hours	8 hours	8 hours	8 hours	8 hours	8 hours	8 hours
Schedule Deviation		0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours

The comment window will open as show below:

The screenshot shows the 'Connect' time card entry interface with the 'Add Comment' window open. The window displays 'Row 1' and 'Wed, Nov 27' and contains a text input field with the text 'testing the comment feature for the job aid'. A red arrow points to the input field, and a text label 'add comments will display on the right for you to enter your comment' is present.

11-25-2024 - 12-06-2024		23	Sun, Nov 24	Mon, Nov 25	Tue, Nov 26	Wed, Nov 27	Thu, Nov 28	Fri, Nov 29	Sat, Nov 30	Sun, Dec 01	Mon, Dec 02	Tue, Dec 03	Wed, Dec 04	Thu, Dec 05	Fri, Dec 06	
Scheduled Hours		0	8	8	8	8	8	8	0	0	8	8	8	8	8	
Assignment Number *	Pay Code *	Qty	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1 E5212	Regular Time			8	8	8	8	8								48 hours
2 E5212	Sick Take - NonRep															16 hours
3 E5212	Vacation Take - NonRep															16 hours
4 E5212	Personal Leave Take -															0 hours
5																0 hours
6																0 hours
7																0 hours
8																0 hours
9																0 hours
10																0 hours
Total Hours		0 hours	0 hours	8 hours	8 hours	8 hours	8 hours	8 hours	0 hours	0 hours						8 hours
Scheduled Hours		0 hours	0 hours	8 hours	8 hours	8 hours	8 hours	8 hours	0 hours	0 hours						8 hours
Schedule Deviation		0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours						0 hours

Click save when done entering comment and the comment window will close

Reviewing Your Time Entries

When all hours' entries are completed you can click on the three dots on the left hand side of the time card under the banner:

Calculated time allows you to compare your recorded hours on your time card to the calculated hours in the time and labor system by day and as a weekly total

Request Time Change:

Time change requests can be made for the time card. Select the date for the time change and click add to enter a time change request.

Request Time Changes
April Poyer

Date: 11-23-2024

select the date for the time change

Time entries

+ Add

click add

Quantity: 8

Unit of Measure: HOURS

Assignment Number: E5212

Pay Code: Regular Time

CMHA Projects

CMHA Program Code

Comments

Cancel Submit

Cancel Save

Hit Submit when completed or Cancel to go back to the time entry screen.

Viewing Comments:

To view comments, click on the icon below:

April Poyer Saved
PAYROLL & BENEFITS MGR

Person Number 5212 Time Card Period 11-23-2024 to 12-06-2024

Comments icon highlighted

11-23-2024 - 12-06-2024		Sat, Nov 2
Scheduled Hours		0
Assignment Number *	Pay Code *	Quantit
1 E5212	Regular Time	

The comments window will open giving you the row and the date the comment is for.

