

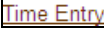


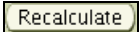




## Adding Comments to Timecards

1.	Enter your Username into the <b>Username</b> field. Enter " <b>sam01</b> ".
2.	Enter your Password into the <b>Password</b> field. Enter " <b>welcome1</b> ".
3.	Click the <b>Login</b> button. 
4.	Click the <b>Employee Direct Access</b> link. 
5.	Click the <b>Time Entry</b> link. 
6.	In this example, we will be updating a timecard and then submitting it to the Approver.  Click the <b>Update Timecard</b> button. 
7.	Type in any information that you wish your Approver to see into the <b>Comments</b> field.  For this example: Enter " <b>Daughter ill in hospital</b> ".
8.	Type in your daily hours into the <b>Hrs</b> field.  Enter " <b>8</b> ".
9.	Type in your daily hours into the <b>Hrs</b> field.  Enter " <b>8</b> ".
10.	Type in your daily hours into the <b>Hrs</b> field.  Enter " <b>8</b> ".
11.	Type in your daily hours into the <b>Hrs</b> field.  Enter " <b>8</b> ".
12.	To move from left to right and back when viewing the timecard, simply Click and Hold the <b>Bottom Scroll Bar</b> with your left mouse button.  Release the mouse button each time to stop.
13.	Type in your daily hours into the <b>Hrs</b> field.  Enter " <b>8</b> ".
14.	Type in your daily hours into the <b>Hrs</b> field.  Enter " <b>8</b> ".

15.	<p>Type in your daily hours into the <b>Hrs</b> field.</p> <p>Enter <b>"8"</b>.</p>
16.	<p>Type in your daily hours into the <b>Hrs</b> field.</p> <p>Enter <b>"8"</b>.</p>
17.	<p>Type in your daily hours into the <b>Hrs</b> field.</p> <p>Enter <b>"8"</b>.</p>
18.	<p>Press <b>[Tab]</b>.</p> <p>This will take you back to the beginning of the timecard.</p>
19.	<p>To be sure your timecard is completely ready to submit, check that the position field is completed.</p> <p>For this example, we will go ahead and click the <b>Position List Arrow</b> and choose Sam Sample's Position.</p> <p>Click the <b>G.0601.00021.001.Senior Constr</b> list item.</p> 
20.	<p>Click the <b>RECALCULATE</b> button to update the timecard totals.</p> 
21.	<p>To move from left to right and back when viewing the timecard, simply Click and Hold the <b>Bottom Scroll Bar</b> with your left mouse button.</p> <p>Release the mouse button each time to stop.</p>
22.	<p>To move from top to bottom and back when viewing the timecard, simply Click and Hold the <b>Right Scroll Bar</b> with your left mouse button.</p> <p>Release the mouse button each time to stop.</p>
23.	<p>Click the <b>Continue</b> button.</p> 
24.	<p>Be sure that you have reviewed the statement at the top of this page before submitting your timecard.</p>
25.	<p>Comments can be seen in the <b>Review Page</b> .</p> <p>Click on the <b>Right Scroll bar</b> and Drag.</p> <p>Release the mouse button when you are at the bottom of the timecard.</p>
26.	<p>Click the <b>Submit</b> button to send the timecard on to the Approver.</p> 

---

27.	<b>Click the <a href="#">Home</a> link.</b> <a href="#">Home</a>
28.	<b>Click the <a href="#">Logout</a> link.</b> <a href="#">Logout</a>
29.	<b>Congratulations!</b> <b>You have successfully completed and submitted a timecard with comments.</b>