MSS: Adding a Note to a Time Card

Job Aid

You can add a note to an employee's time card in Manager Self Service (MSS). Notes added to the time card will also be available on the employee's individual schedules page.

To add a note to a time card:

1. Search for the employee using all or part of the employee's name in *Find* field of MSS.

Manager	\bigcirc	Search							
Find: Jam		Excel Print Pre	Filter		С	lear			
Process Payroll	\oplus	Last Name	First Name	MI	ID	Badge			
Daily Operations	Θ	Caw	Nathaniel		100	100			
Dashboard		Hastings	Benjamin		242	242			
Time Cards (Previous)		James	Jennifer		121	121			
Time Cards (Current)		James	Lauren		260	260			
Employee Exceptions		James	Sean		116	116			
Point Thresholds		McLean	Joan		355	355			
Point Balances		Morgan	John		245	245			
age if onic buildinees		Snow	John		253	253			
		Welch	Joan		250	250			

- 2. Click the employee's name in the Search page.
- 3. Click the pencil icon for the desired date in the employee's Time Card page.

	James, Lauren (Belleville-Production-Blue Line-Packaging-Default)									
	Time Card $$	Current Period $$	Editing Sheet $$		Adjustments	Approv	/e Print			
	Last Name	First Name MI	ID		Badge Pay Class		Loca	ition		
	James	Lauren	260		260 Full Time		lo Belle	ville		
	4									
	Date	Schedules			Punches		Hours			
		Start	End	IN	O	JT	Hours			
	SUN ALG				\odot					
		8:30a	5:00p	8:30a	⊘ 4	:55p	Rg1	7:55		
-	<i>I</i> UE है 10	1		8:28a	⊘ 5	:00p	Rg1 Vac	8:02 8:00		
	SCHEDULE	Vacat	8:00							

4. Select **Notes/Comments** from the menu.

James, Lauren (Bellev	ville-Pro	duction-Blue I	Line-Packagin	g-Default)				
Time Card \smallsetminus	Time Card $\ \lor$ Current Period			Sheet 🗸	Adjust	Approve		
Last Name	Firs	t Name	MI IE)	Bad	dge	Pay Class	
James	Lau	ren	20	60		260	Full Time Ho	
•								
Data	Schedule	es	Punches					
Date		Start	End	IN	OU		IT	
⊘ SUN ≧ 8	1				\odot			
	1	8:30a	5:00p	8:30a	\odot	Sector Secto		
				8:28a	\odot	5:0	10p	
Transactions	>	Vacat	8:00					
Credit Pay to Start/I	> End >	8:30a	5:00p	8:28a	\odot	5:0)3p	
Notes/Comm	ients >	Add a N	lote	<u>ه</u> 8:28a	\odot	4:5	i9p	
Workgroup	>	Remove	e all Notes on I	Day				
Daily	>	8:30a	5:00p		\odot			
Incidents	>				\odot			
Lunch Waive	r/s							
Administratio	n >				\odot			

- 5. Click Add a Note.
- 6. Type the note in the *Notes* field of the *Add Daily Note* window.

08/10/2021 One hour of overtime was adde for employee filling in for the ne shift.	ed ext	 Click Calendar icc to change date
		Type note in Notes field
		Ok Cancel

- 7. Change the date for the note if needed using the Calendar icon.
- 8. Click **OK**.

		urrent Period $\ \lor$ Editing Sheet $\ \lor$ Adjustments			s Approve Print				< James, Lauren	> Preferen	nces
Last Name	First Name M	I ID	Badge Pay Clas	ss Loo	cation		Department		Line	Position	H
James	Lauren	260	260 Full Time	e Ho Bel	lleville		Production		Blue Line	Packaging	5
4)
Dato	Schedules		Punches	Hours		Workgro	UDS		Preferences		\bigcirc
Date	Start	End IN	OUT	Tiours		Workgro	ups		Hido Employee Assignme	anta Haadar: 🔲	1 🔺
🖉 SUN 🎘 8			\odot					-	Show Time Card Triggers		
MON & 9	8:30a	5:00p 8:30	a 🚫 4:55p	Rg1	7:55	Belleville	Production	Blue Lin	Show Inactive Triggers:		
ITE ≥ 10		8.28	5:00p	Rg1	8:02	6 Belleville	Production	Blue Lin	Show Incidents:		i i
		0.20	0.000	Vac	8:00				Show Latest Date First:		i i
SCHEDULE	T Vacat	8:00							Skip Future Dates:		I I
NOTES	*One hour of overtime was added for employee filling in for the next shift. 37							Skip Weekends:			
∕ wed ଛୁ 11	8:30a	5:00p 8:28	a 🚫 5:03p	Rg1	10:05	Belleville	Production	Blue Lin	Hide Notations:		
				Rg1	8:01			_	Compressed Layout:	\checkmark	1

The note will appear in the line of the employee's time card below the schedule on the date you selected.

If you do not see the note in the time card, check your Preferences settings to make sure the Hide Notations is not enabled. To do this, click the Preferences button and remove the check in the Hide Notations checkbox in the Preferences panel.

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