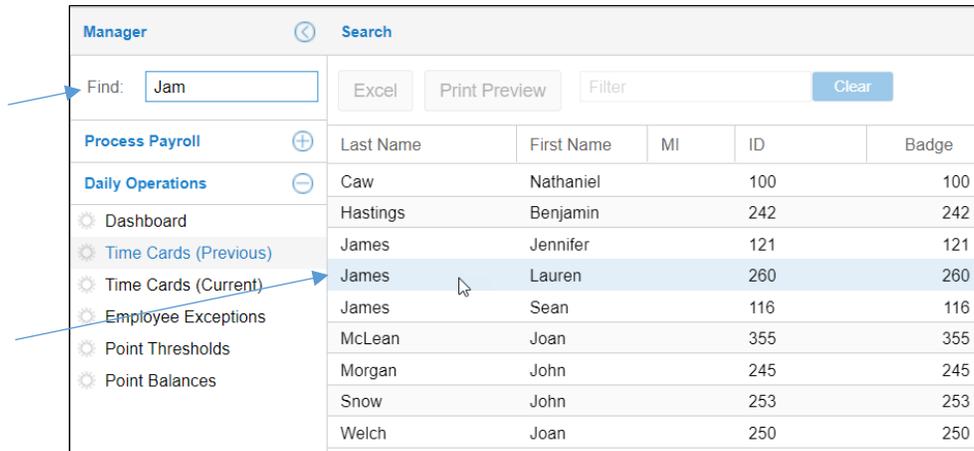


MSS: Adding a Note to a Time Card

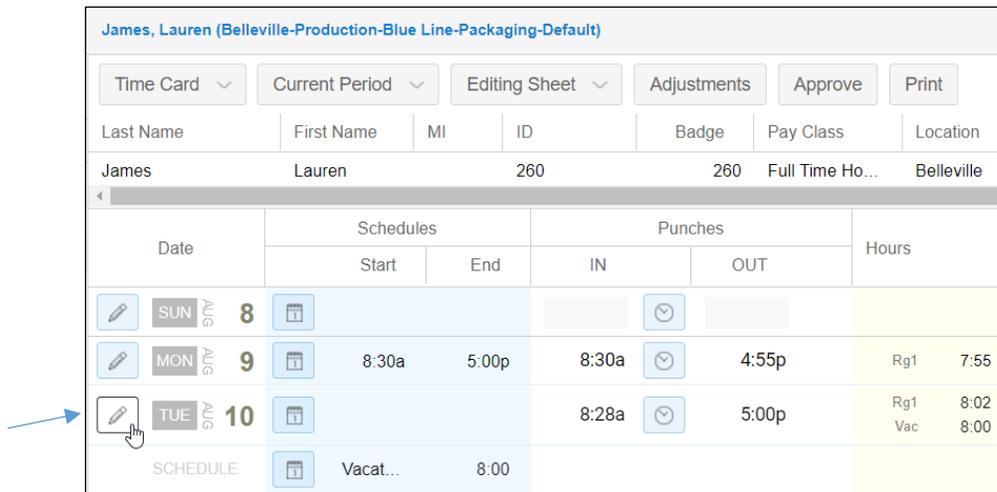
You can add a note to an employee's time card in Manager Self Service (MSS). Notes added to the time card will also be available on the employee's individual schedules page.

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.



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.



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

James, Lauren (Belleville-Production-Blue Line-Packaging-Default)

Time Card | Current Period | Editing Sheet | Adjustments | Approve

Last Name: James | First Name: Lauren | MI: | ID: 260 | Badge: 260 | Pay Class: Full Time Ho

Date	Schedules		Punches	
	Start	End	IN	OUT
SUN 8				
MON 9	8:30a	5:00p	8:30a	4:55p
TUE 10			8:28a	5:00p
	Vacat...	8:00		
	8:30a	5:00p	8:28a	5:03p
	8:30a	5:00p	8:28a	4:59p
	8:30a	5:00p		

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

Add Daily Note

Enter any notes for this day

Date: 08/10/2021

Notes: One hour of overtime was added for employee filling in for the next shift.

Ok Cancel

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

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

James, Lauren (Belleville-Production-Blue Line-Packaging-Default) 260

Time Card | Current Period | Editing Sheet | Adjustments | Approve | Print

Last Name: James | First Name: Lauren | MI: | ID: 260 | Badge: 260 | Pay Class: Full Time Ho... | Location: Belleville | Department: Production | Line: Blue Line | Position: Packaging

Date	Schedules		Punches		Hours	Workgroups		
	Start	End	IN	OUT				
SUN 8								
MON 9	8:30a	5:00p	8:30a	4:55p	Rg1 7:55	Belleville	Production	Blue Lin
TUE 10			8:28a	5:00p	Rg1 8:02 Vac 8:00	Belleville	Production	Blue Lin
SCHEDULE	Vacat...	8:00						
NOTES	**One hour of overtime was added for employee filling in for the next shift.**							
WED 11	8:30a	5:00p	8:28a	5:03p	Rg1 10:05	Belleville	Production	Blue Lin
THU 12	8:30a	5:00p	8:28a	4:59p	Rg1 8:01 OVT 1:00	Belleville	Production	Blue Lin
FRI 13	8:30a	5:00p						

Preferences:

- Hide Employee Assignments Header:
- Show Time Card Triggers:
- Show Inactive Triggers:
- Show Incidents:
- Show Latest Date First:
- Skip Future Dates:
- Skip Weekends:
- Hide Notations:
- Compressed Layout:
- Show Convenience Menus:
- Show Summaries Window:

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.