

# Adding Comments quick guide

At bottom of **Timesheet** screen  
To access comments screen



## STEP 1

From Timesheet Screen Click on wording **Add Comments**

In **Comments** section - Adding comments



## STEP 2

Type in the comment or pay adjustments relating to any closed previous months.

Always start pay adjustments with the wording 'Pay Adjustment'

## STEP 3

Press **Save Comment**

Saved Comments appear in left hand box.  
To delete a comment, click on **X**

