

When there is information or an exception in your timecard, you can add comments to justify or explain the information or anomaly in your schedule. Your manager will be able to review the comments and either approve the timecard, or contact you for more information.

In this document, you will learn how to add comments to your timecard.

### Adding comments

1 Access the uTIME log on page at <http://uoft.me/myutime>.

2 Log in using your UTORid and password.

3 Access the **My Timecard** window.

Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total
Hours Worked		8:00	8:00	8:00	3:00	8:00			35:00
Hours Worked	QAE				5:00				5:00

4 Click the cell associated with the applicable day.

5 From the drop-down list, select **Comments**.

**Note**  
To add a comment, the cell must be populated with a duration.

Wed 2/19	Thu 2/20	Fri 2/21
8:00	3:00	
	5:00	
9:00A...		

6 Select the applicable comment(s).

**Add Comment**

- Approved
- Company Meeting
- Decrease QTY Reported
- Department Shortage
- Double Punch
- Early Out - Child Dismissed Early
- Early Out - Family Emergency
- Early Out - Weather
- Excused - Supervisor Approved
- Increase QTY Completed
- Inserted Activity Event
- Late - Car Problems
- Late - Verbal Warning
- Late - Written Warning

OK Cancel

7 Click **OK**.

8 Click **Save**.

9 To view the comment(s), hover over the comment icon within the cell.

Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Total	Hours Worked
	8:00	8:00	8:00	3:00	8:00		35:00	Hours Worked
QAE				5:00			5:00	Hours Worked

### Adding additional notes to a comment

Once you have selected a comment to add to your timecard, you may have the option to add additional notes and provide more details associated with a comment.

1 Access the **My Timecard** window.

Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total
Hours Worked		8:00	8:00	8:00	3:00	8:00			35:00
Hours Worked	QAE				5:00				5:00

2 Click the cell associated with the applicable day.

3 Select **Comments**.

Wed 2/19	Thu 2/20	Fri 2/21
8:00	3:00	
	5:00	
9:00A...		

Delete  
Comments

Note  
To add a comment to the In or Out cells, the cell must be populated with a time.

4 From the **Add Comments** window, select a comment to which you want to add a note.

**Add Comment**

Approved

Company Meeting

Decrease QTY Reported

Department Shortage

Double Punch

5 Click the **green plus sign** icon.

6 Click **New Note Here**.

**Add Comment**

Approved

New Note Here

Company Meeting

Decrease QTY Reported

Department Shortage

Double Punch

Early Out - Child Dismissed Early

Early Out - Family Emergency

Early Out - Weather

Excused - Supervisor Approved

Increase QTY Completed

Inserted Activity Event

Late - Car Problems

Late - Verbal Warning

OK Cancel

7 Enter the note details.

8 Repeat as needed for each additional comment.

9 Click **OK**.

10 Click the **Save** button within the timecard.

11 To view the comment(s) and notes, hover over the comment icon in a cell.

Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total	Pay Code
	8:00	8:00	8:00	3:00	8:00			35:00	Hours Worked
QAE				5:00				5:00	Hours Worked