LSU Health Sciences Center

## Adding and Deleting Comments Codes

| Step | Action |
|------|--------|
| 1. | Click the **Look up Comment Code** button to add a comment. |
| 2. | Review the list of comments and select the most appropriate to identify the edit made to the timesheet.<br><br>Click the **Forgot to Punch In and or Out** link.<br>Forgot to Punch In and or Out |
| 3. | Click the **Save** button. |
| 4. | If the incorrect comment code was entered earlier you can delete the code.<br><br>To delete a comment code click the **Comment Code** field of code you wish to delete.<br>FORGT |
| 5. | Press **[Backspace]** to remove the code from the field. |
| 6. | Click the **Save** button. |
| 7. | **End of Procedure.** |