

## Comment Codes for eTime

Comment codes can be used to make brief notes on a student's time card. Comment codes are attached to punches. BGSU supervisors or ETAs (eTime approvers) have a variety of options for using comment codes.

### Basic Codes (101-199)

Basic codes offer general descriptions that can be assigned to a punch. Basic codes do not provide details such as whether a student's absence was excused.

### Detailed Codes (200-799)

Using detailed codes allows an ETA to add more detail to a comment, based on the first digit of the code. For example, the codes in the 200s are excused absences and 300s are unexcused absences. Choosing 202 would indicate that the student called off and the absence was excused. By choosing 302, the comment would indicate that the student called off and the absence was unexcused.

### User Defined Codes (900-915)

The codes in this series are available to users who have comments that are specific to their own department. For example, if the department wanted to make a note that the student "forgot to wear nametag" the comment would be assigned to 900 within the department. When the code is used, it would appear on the students' time card as **900 User Defined**, but the department ETAs would know it meant that the student forgot to wear his or her nametag. User defined codes could also be used for situations such as "volunteered for event." Code descriptions for user defined fields are created and maintained by individual departments.

### Using Comment Codes

- Only ETAs can add or edit comment codes.
- Students have access to read their own comment codes.
- More than one code can be added to a punch.
- To add a comment code to a cell when the student has no in or out punches for the day, a NO PAY entry must first be added to the student's time card:
  1. Access the student's time card.
  2. Under the Pay Code column header, select the cell for the day where you want to add a comment.
  3. Use the drop down menu to select **No Pay Comment**.
  4. In the same row, in the cell under the **Amount** header, enter a value of zero.
  5. Go up to **Comment** on the header bar and pull down the menu, selecting **Add**. The comment menu should appear in a box labeled **Add Comment**.
  6. Using the pull down menu, select a comment and select **OK**. The comment icon should appear in the designated cell.
  7. Save the transaction.
- To view comment codes for a particular student, select the comment tab at the lower left of the workspace.

| <b>Code</b> | <b>Description</b>                 |
|-------------|------------------------------------|
| <b>100</b>  | <b>General</b>                     |
| 101         | Bereavement                        |
| 102         | Called Off                         |
| 103         | Class or Exam Preparation          |
| 104         | Covered for Another Employee       |
| 105         | Could Not Find a Sub               |
| 106         | Family Illness or Emergency        |
| 107         | Jury Duty                          |
| 108         | No Call and/or No Show             |
| 109         | No Work or All Work Completed      |
| 110         | Private                            |
| 111         | Schedule Adjustment or Change      |
| 112         | Sent Home for Disciplinary Reasons |
| 113         | Transportation Problem             |
| 114         | Vacation                           |
| 115         | Weather                            |
| 199         | Other                              |
| <b>200</b>  | <b>Excused Absence</b>             |
| 201         | Bereavement                        |
| 202         | Called Off                         |
| 203         | Class or Exam Preparation          |
| 205         | Could Not Find a Sub               |
| 206         | Family Illness or Emergency        |
| 207         | Jury Duty                          |
| 208         | No Call and/or No Show             |
| 209         | No Work or All Work Completed      |
| 210         | Private                            |
| 211         | Schedule Adjustment or Change      |
| 213         | Transportation Problem             |
| 214         | Vacation                           |
| 215         | Weather                            |
| 299         | Other                              |
| <b>300</b>  | <b>Unexcused Absence</b>           |
| 301         | Bereavement                        |
| 302         | Called Off                         |
| 303         | Class or Exam Preparation          |
| 305         | Could Not Find Sub                 |
| 306         | Family Illness or Emergency        |
| 307         | Jury Duty                          |
| 308         | No Call and/or No Show             |
| 310         | Private                            |
| 311         | Schedule Adjustment or Change      |
| 312         | Sent Home For Disciplinary Reasons |
| 313         | Transportation Problem             |
| 314         | Vacation                           |
| 315         | Weather                            |
| 399         | Other                              |

|            |                                    |
|------------|------------------------------------|
| <b>400</b> | <b>Early In</b>                    |
| 403        | Class or Exam Preparation          |
| 404        | Covered for Another Employee       |
| 410        | Private                            |
| 411        | Schedule Adjustment or Change      |
| 413        | Transportation Problem             |
| 415        | Weather                            |
| 499        | Other                              |
| <b>500</b> | <b>Early Out</b>                   |
| 501        | Bereavement                        |
| 503        | Class or Exam Preparation          |
| 505        | Could Not Find a Sub               |
| 506        | Family Illness or Emergency        |
| 507        | Jury Duty                          |
| 509        | No Work or All Work Completed      |
| 510        | Private                            |
| 511        | Schedule Adjustment or Change      |
| 512        | Sent Home for Disciplinary Reasons |
| 513        | Transportation Problem             |
| 514        | Vacation                           |
| 515        | Weather                            |
| 599        | Other                              |
| <b>600</b> | <b>Late In</b>                     |
| 601        | Bereavement                        |
| 603        | Class or Exam Preparation          |
| 604        | Covered for Another Employee       |
| 605        | Could Not Find a Sub               |
| 606        | Family Illness or Emergency        |
| 607        | Jury Duty                          |
| 608        | No Call and/or No Show             |
| 609        | No Work or All Work Completed      |
| 610        | Private                            |
| 611        | Schedule Adjustment or Change      |
| 613        | Transportation Problem             |
| 614        | Vacation                           |
| 615        | Weather                            |
| 699        | Other                              |
| <b>700</b> | <b>Late Out</b>                    |
| 704        | Covered for Another Employee       |
| 705        | Could Not Find a Sub               |
| 710        | Private                            |
| 711        | Schedule Adjustment or Change      |
| 799        | Other                              |
| <b>900</b> | <b>User Defined</b>                |
| 901        | User Defined                       |
| 902        | User Defined                       |
| 903        | User Defined                       |
| 904        | User Defined                       |
| 905        | User Defined                       |
| 906        | User Defined                       |
| 907        | User Defined                       |
| 908        | User Defined                       |

|     |              |
|-----|--------------|
| 909 | User Defined |
| 910 | User Defined |
| 911 | User Defined |
| 912 | User Defined |
| 913 | User Defined |
| 914 | User Defined |
| 915 | User Defined |