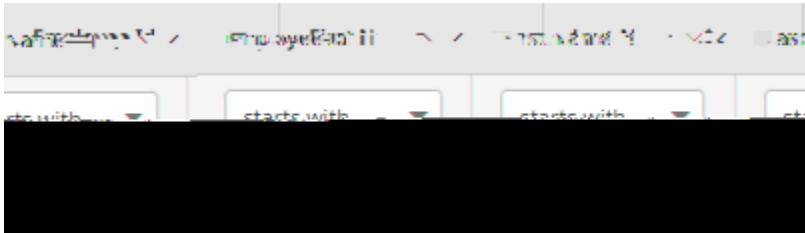5. In the Notes Date pop-up, select the proper date range and click *Apply* in the bottom right corner

6. After you click *Apply,* you can type in the employee's ID number, first or last name to locate timesheet notes submitted by a specific employee

7. The *Date* column will indicate the date the note is associated with. The *Type* column refers to the type of action the note is associated with. The *Note* column will show the content of the note and the *Modified* column will indicate when the action/change was initiated

Date	Type	Note	Modified
11/29/2023	Time Entry	Forgot to punch in	12/01/2023 08:34a

Questions? Contact Payroll at UEIPayroll@csus.edu or call (916) 278-7427.