

## Suggested Resources:

- Create a Time Entry in the Web Portal or Mobile Web Portal (Historical Entries with Reason Codes) - <https://acumenfiscalagent.zendesk.com/hc/en-us/articles/360055103072-Historical-Entries-w-Reason-Codes-Employee-Add-or-Edit-a-Punch-Entry>
- Video – Create, Edit, and Verify Punch Entries in the Web Portal & Mobile Web Portal for Employees - <https://acumenfiscalagent.zendesk.com/hc/en-us/articles/115004897148-Create-and-Verify-Punches-An-Employee-s-Guide>

## Enter a Punch Entry - Web Portal (Historical Entry)

1. Log in to the DCI Web Portal at [acumen.dcisoftware.com](http://acumen.dcisoftware.com)
2. Click the blue **Add Entry** button on the dashboard
3. Complete the **Add New Entry** form wizard
  - a. Entry Type - Punch defaults
  - b. Employee Name - Auto-populates the name of the employee logged in
  - c. Account Type - Hourly will auto-populate
  - d. Client - **Type and select the client name from the list.** Type a minimum of three characters to generate results and select the Client's name from the list.
  - e. Service Code – **Select the service code**
  - f. Service Date – **Select the date** the service took place
  - g. Check In/Check Out - **Enter the clock in/clock out times.** Both fields are required. Clicking in the field displays a time drop-down in half-hour increments. Specific time can be entered directly into the field.
  - h. EVV Method - Select **Portal Signoff.**
  - i. Check Out Date - The checkout date will be automatically generated based on the check in day and cannot be edited
  - j. Add Reason Codes – Select a **reason code** from the Add Reason Codes drop-down. A reason code explains why a non-EVV-compliant time entry is being added.
  - k. Add Reason Code Note – Required for some reason codes. **Enter a free-form note.**
  - l. Statements/Tasks – Visible only if required by your program. Select **Tasks/Statements** to document the duties completed with/for the client. The entry cannot be saved without a selection
4. Click **Save** and **Yes** to confirm

## Edit a Punch Entry - Web Portal (Historical Entry)

1. Log in to the DCI Web Portal at [acumen.dcisoftware.com](http://acumen.dcisoftware.com)
2. Click **Home** on the main menu
3. Click **Entries** on the submenu
4. Search for the entry by using the search filters and click **Search**
5. Click **on the entry** in the table
6. Click **Actions**
7. Click **Edit Entry** in the drop-down menu
8. **Edit fields as needed** in the Edit Entry form wizard
9. Click **Save** and **Yes** to confirm
10. The original punch status changes to Rejected
11. A new punch with the updates is generated and is in Pending status
  - a. The new punch will have a Ref. Entry # listed which links it to the original punch
12. To view the original and new punch, select **Entries** on the submenu.
13. Both punches are listed in the Entries table below the search box

## Review Entries

1. Click the **Home** on the main menu
2. Select **Entries** on the submenu
3. View the complete list of entries
  - Verify that all time is submitted
  - The employer approves the time before pay schedule deadline
  - Unvalidated Entries – Temporary status. Punch will be in pending or rejected status after system processes.