SAIL – Employee Web Portal Entries

- You can find recorded sessions and other training materials at www.acumenfiscalagent.com/state/alabama. Choose the SAIL Program, then click on SAIL Online Training Resources & Recordings in the orange box.
- Suggested resources:
- Create a Time Entry in the Web Portal or Mobile Web Portal (Historical Entries with Reason Codes)
- Video – Create, Edit, and Verify Punch Entries in the Web Portal & Mobile Web Portal for Employees

Enter a Punch Entry - Web Portal (Historical Entry)

1. Log in to the DCI Web Portal at 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 if the reason coded selected is Other. **Enter a free-form note.**
    l. Statements/Tasks – 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
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.