

# Editing Time Entry (Punch Corrections)

Presented By: Acumen Fiscal  
Agent



**Acumen Fiscal Agent**

Innovation • Opportunity • Freedom



## OUR MISSION

*Acumen Fiscal Agent facilitates freedom, choice and opportunity through innovative fiscal agent solutions.*

# Punch Correction Basics

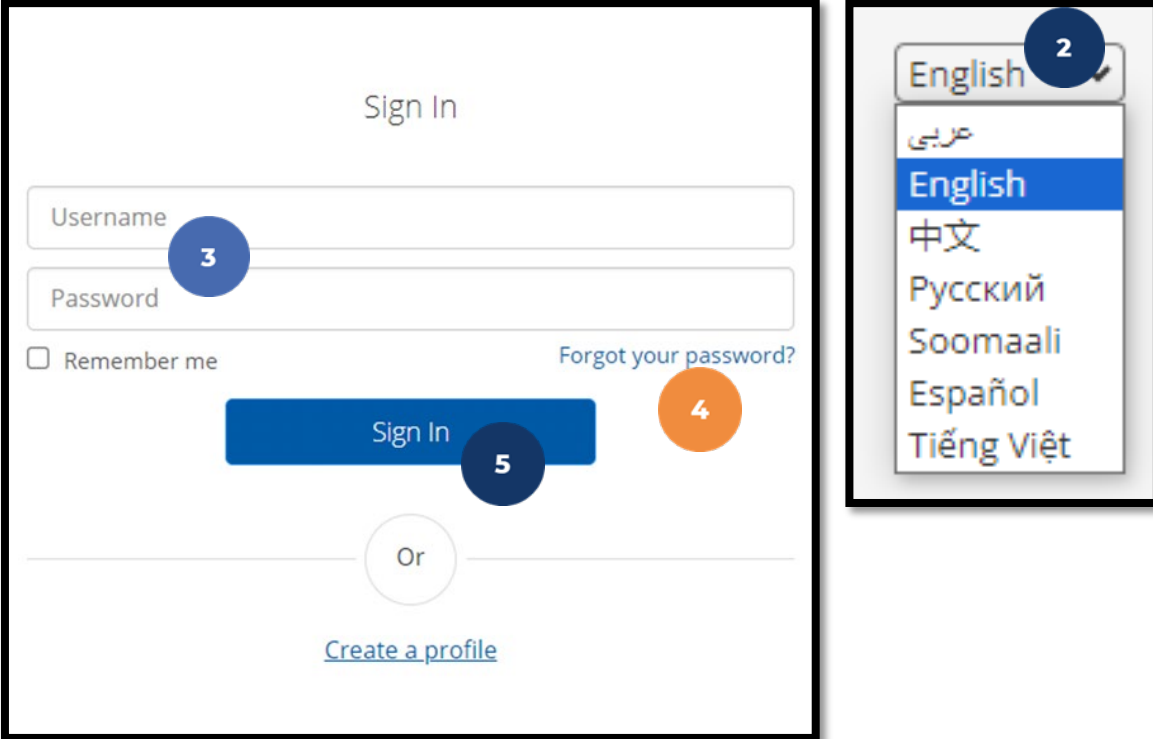
- Only Employee's should edit punches
- Corrections should only take place in the [DCI Web Portal](#) full site (Not mobile)
- Punch Correction Reasons
  - Incorrect Date of Service
  - Incorrect time on punch
  - Wrong Service Code



# Accessing the DCI Web Portal

1. Open an internet browser on a computer or mobile device (Google Chrome is preferred) and navigate to the [DCI Web Portal](#)
2. Use the language drop-down in the top right corner to select the preferred language
  - The page will now display in the new language each time you log in
  - This feature is only available for employees
3. Enter **username** and **password**
  - Credentials provided by Acumen
4. Utilize the “**Forgot your password?**” link if needed
5. Click the blue **Sign In** button

1 [acumen.dcisoftware.com](https://acumen.dcisoftware.com)



The screenshot shows the sign-in page for the DCI Web Portal. It features a 'Sign In' heading, a 'Remember me' checkbox, and a 'Forgot your password?' link. The main form consists of 'Username' and 'Password' input fields, followed by a blue 'Sign In' button. Below the form is an 'Or' separator and a 'Create a profile' link. A language drop-down menu is visible in the top right corner, showing options for English, Arabic, Chinese, Russian, Somali, Spanish, and Vietnamese. Numbered callouts (1-5) highlight the URL, the language menu, the input fields, the 'Forgot your password?' link, and the 'Sign In' button respectively.

**\*Please note:** Contact Acumen with login issues

# Editing an Entry

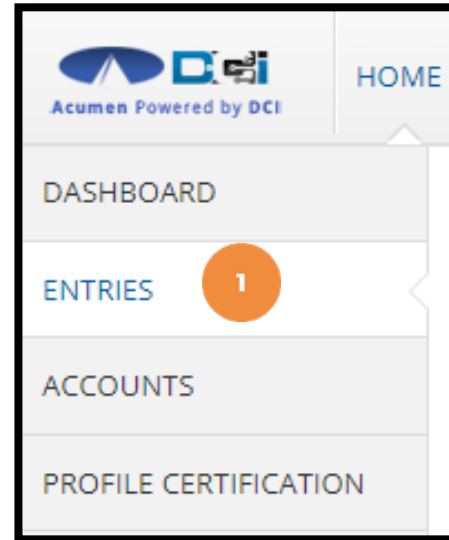
Proprietary: For Acumen Use Only



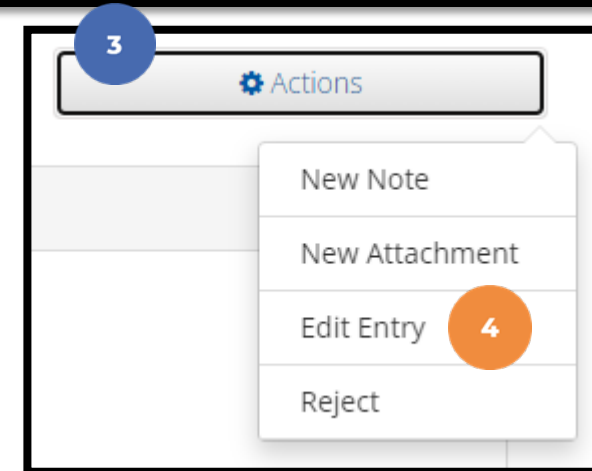
**\*Please note!** Only entries in a Pending status can be edited by the employee. Contact Acumen for assistance if in any other status.

# Edit an Entry

1. Click **Entries** on the submenu
2. Click anywhere on the line of the punch entry to be edited
3. Click the **Actions** button in the top right corner
4. Select **Edit Entry** from the drop-down menu



Id	Service Date	Start Time	End Time	Type	Account Type	Ref.	Client Name	Service Code	Amount	Unit Type	Status
92926243	Dec 02, 2023	10:30 AM	02:30 PM	Punch	Hourly		Steph Client1	Steph Hourly	0:04:00	Hourly	Pending



# Edit Entry (cont.)

**\*Please note!** Only entries in a Pending status can be edited by the employee



5

Entry Type: \* Punch

Employee Name: Steph Employee - 125

Account Type: \* Hourly

Client: \* Steph Client - 550

Service Code: \* SDFSS

Select Date: \* 09/05/2024

Check In: \* 6:00 AM Check Out: \* 9:00 AM

Pay Rate Name: THR

Check Out Date: 09/05/2024

EVV Method: \* Portal Signoff

Diagnostic Code: Diagnostic Code

Notes: Add Notes for Punch

Attachment: Choose File

6

Cancel Save

5. Complete the necessary changes in the Edit Entry form wizard

6. Click **Save**

7. Click **Yes** to confirm the changes

The edited entry moves into a Rejected status, and a new (corrected) entry in Pending status is created.

Alert

Are you sure you want to cancel the existing punch for **0:03:00** hour(s) for **Sep 05, 2024** and add a new punch for **02:30** hour(s) for **Steph Employee** for **Steph Client-550** for **Sep 05, 2024**?

7

No Yes

**Questions?**

**Thank you!**

**Visit the Acumen Help Center  
to learn more at:**

**[acumenfiscalagent.zendesk.com](https://acumenfiscalagent.zendesk.com)**