

Editing Time Entry (Punch Corrections)

Presented By: Acumen Fiscal
Agent



Acumen Fiscal Agent

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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

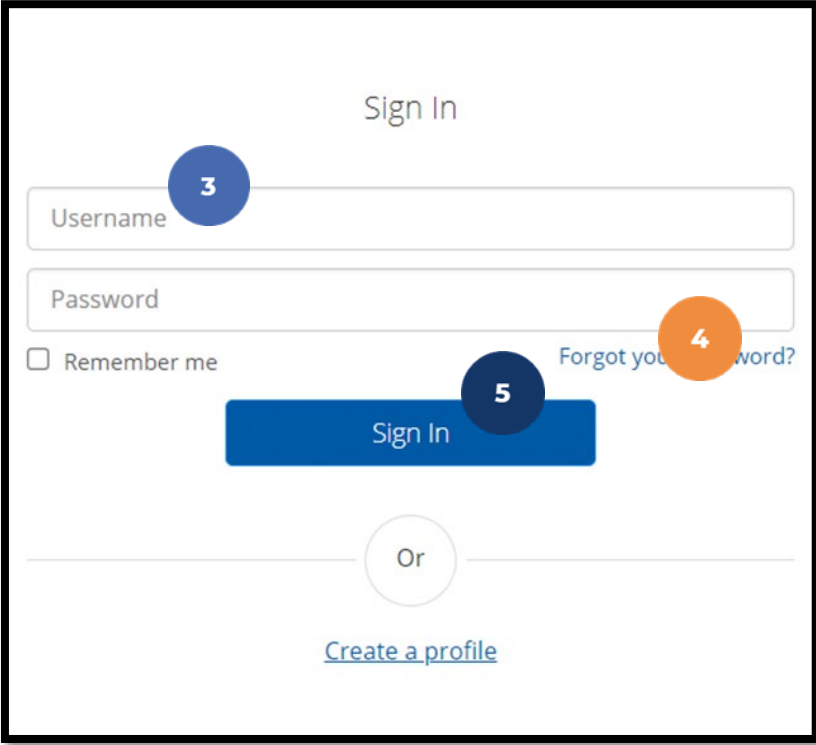


Accessing the DCI Web Portal

1. Open an internet browser on a computer or mobile device (Google Chrome is preferred) and navigate to the DCI Web Portal.
 1. All states **except** WI, NC Cap (including KS Helpers): acumen.dcisoftware.com
 2. WI, NC Cap Only: outreach.dcisoftware.com
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

acumen.dcisoftware.com

outreach.dcisoftware.com



Sign In

Username **3**

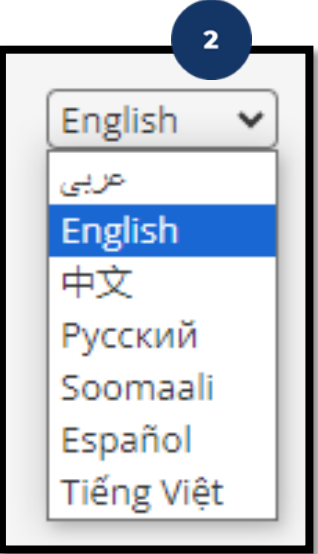
Password

Remember me **4** [Forgot your password?](#)

5 Sign In

Or

[Create a profile](#)



2

English ▼

عربي

English

中文

Русский

Soomaali

Español

Tiếng Việt

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

Editing an Entry

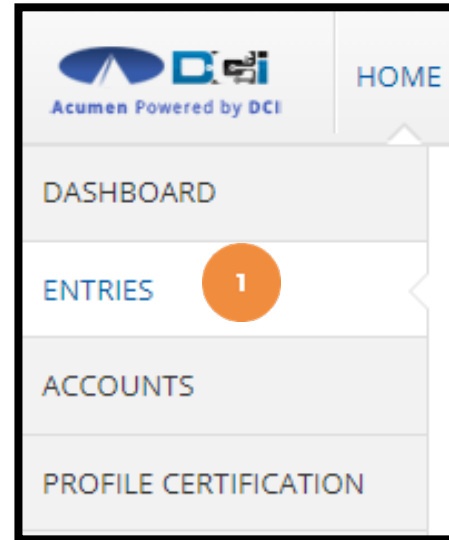
Proprietary: For Acumen Use Only



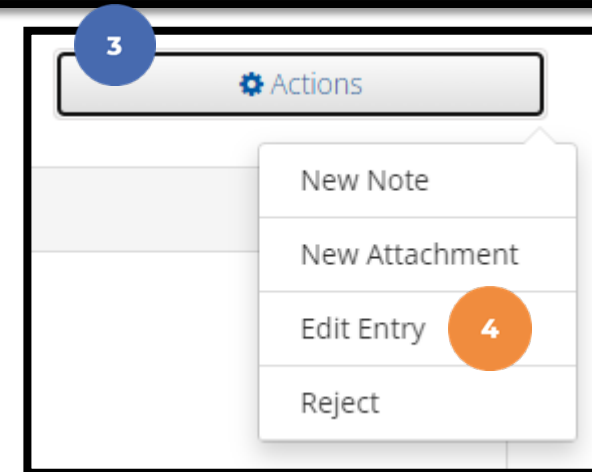
***Please note!** Only entries in a Pending status can be edited by the employee. Contact Acumen for assistance if in any other status.

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