Client/Employer:
Methods to Sign Off on Shifts (Punches)

There are six methods the client/employer can choose from to approve a shift (punch) worked. CHOOSE 1 Method

#1 Client/Employer - Using Employer's DCI Mobile App to Sign Off on Shifts (Punches)

1. Log in to the DCI mobile app.
2. Click the three horizontal lines icon in the upper left-hand corner to open the menu flyout options.
3. Shifts (punches) – Click to access all time shifts (punches).

Managing pending shifts (punches)

1. Click the **menu** icon (three horizontal lines) in the upper-left corner of the screen
2. Select **Pending Entries** from the submenu
3. Click a blue **entry ID** hyperlink open the entry details and take action
4. Click **Action** in the upper-right corner
5. Select **Reject**, **Approve**, or **Add Attachment** of additional log notes.
6. On the pop-up alert window, view the details of the shift (punch) and click **Confirm** to initiate the confirmation process.
7. On the pop-up alert window, click **Confirm** again to complete the confirmation process.

If the action taken was to approve the entry, the status will change to approved and the entry will be processed for payment.

Dashboard- more information

1. Log in to the DCI mobile app
2. Arrive at the dashboard. To navigate within the app, use your fingers, stylus or adaptive device to scroll and click.
3. Menu - Click the three horizontal lines icon to open the menu options
4. Search Employee - Click to enter and select an employee.
5. Click the blue **Search** button to view the Overtime Gauge and Total Hours widget for the selected employee. Click the blue **Reset** button to clear the results.
6. Overtime Gauge - Shows individual employee progress towards forty hours in a work week (Sunday – Saturday). **It does not indicate overtime eligibility to work overtime, but provides a visual representation of hours worked in a work week.**

7. Total Hours Gauge - Displays a breakdown of the hours worked in a work week. Hours are displayed in the following statuses:
    i. Approved Hours - Approved and ready for payment
    ii. Pending Hours - Have been worked but still need to be approved by **client/employer**
    iii. Unverified Hours - Entered on behalf of the employee by client/employer and must be verified by the **employee** before being approved for payment
    iv. Total Hours - Sum of all Approved, Pending, and Unverified hours.
8. Search Client - Click to enter and select a client. Click the blue **Search** button to view the Total Weekly Hours widget, showing how many hours of service the client received for the week by employee. Click the blue **Reset** button to clear the results.

Click the to launch the video, at 9.47 to view this topic:
https://directcareinnovations.wistia.com/medias/zlfu960ifk