

# 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**

## #6 Client/Employer FOB (Alternative Device) Sign Off on Shifts

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The DCI FOB is an alternative method that can be used when the employee does not have a smartphone/device and the client/employer does not have a landline. The FOB is a small device secured in the client/employer's home. There is no action required for a client/employer for the FOB in terms of signing off on the shifts worked.

At the start and end of the shift, the employee uses the FOB to generate a token (code) which they write down, **to be entered into the web portal later**. This token (code) corresponds to the time of day.

The client/employer can order a FOB from Imagine Enterprises **ONLY** if the employee does not have access to a smart phone or device and if the client/employer does not have a landline phone.



To order the device, contact your Employer Services Manager:

### North & West Texas Areas

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