Client/Employer: Create a Shift (Punch) for an Employee - Video

By the end of this video, the employer will understand how to:

- Enter or edit a shift (punch)
- Create shift (punch) on the employee's behalf because the employee did not clock in for the shift

Click the link to launch the video: https://directcareinnovations.wistia.com/medias/99ggl4zs9p

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CUENTS	Employer > Clients > Anakin Sk	ywalker						
EMPLOYEES		Add New Entry		×		• Actions		
PENDING ENTRIES				-				
	Entry Type:	Punch	•	- 8				
	Client Name;	Anakin Skywalker - 135		vic	85			
	Account Type:	Hourly						
	Employee:	ou and a second s	×	- 1				
	Service Code:	Superman - 105 Superwoman - 114		- 1				
	Service Date:			- 1				
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	Diagnostic Code:	Diagnostic Code		- 1				
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	Notes:	Add Notes for Punch.	h					
	Attachment: 4	Add Attachment		- 1				
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			Cancel Save		pe Service Code			
	L			SI	elect Status	•		
5:38						● ◀))	¢	

If you need additional technical assistance, contact your area Employer Services Manager:

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