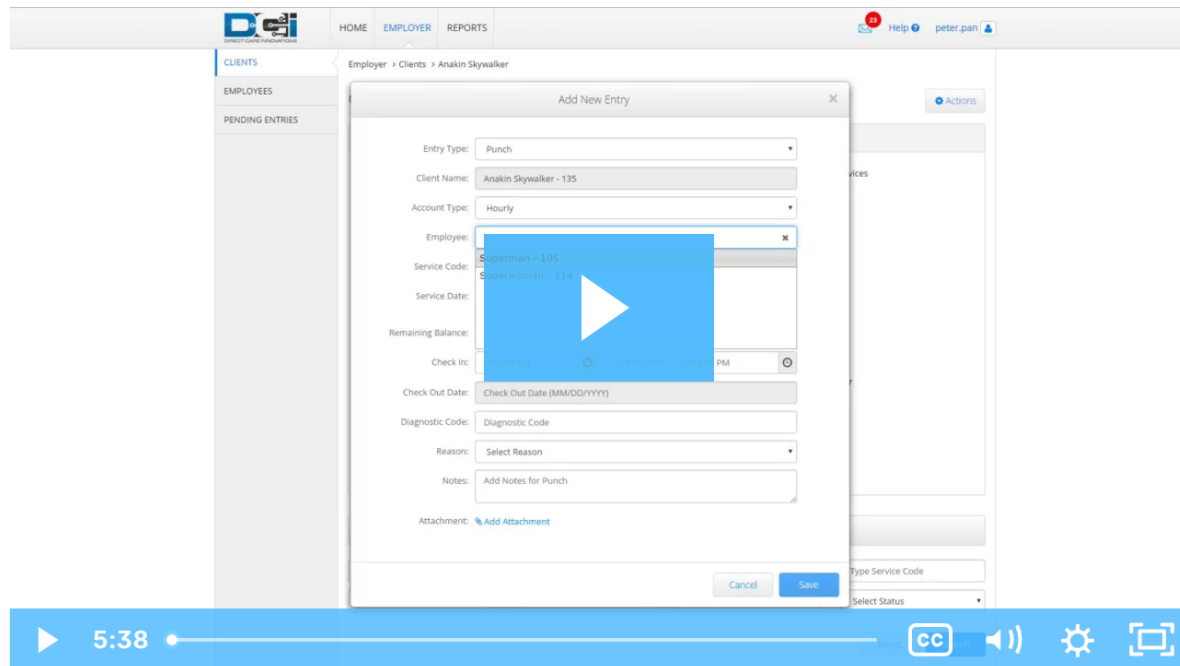


# Client/Employer: Create a Shift (Punch) for an Employee - Video

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/99gg14zs9p>



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

## North Texas Area

Janice Norwood

Phone: 325-518-1950

Email: [Janice.norwood@imagine-enterprises.org](mailto:Janice.norwood@imagine-enterprises.org)

## Central Texas and the Gulf Coast Area

Taylor Morales

Phone: 832-725-0461

Email: [Taylor.morales@imagine-enterprises.org](mailto:Taylor.morales@imagine-enterprises.org)

Direct Care Innovations (DCI) Customer Service

855-344-3729