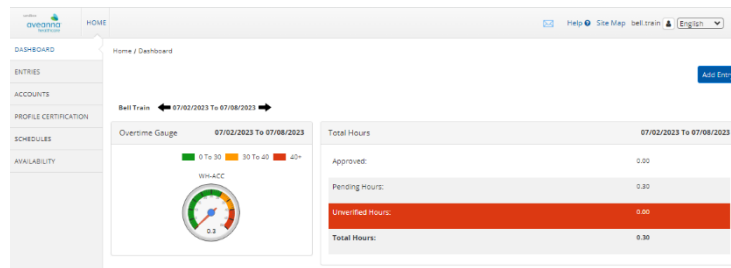


Edit a Punch

Complete these steps to make changes to time entries. To complete these steps the entries tab must be selected.



1. Select the entries row you need to edit.

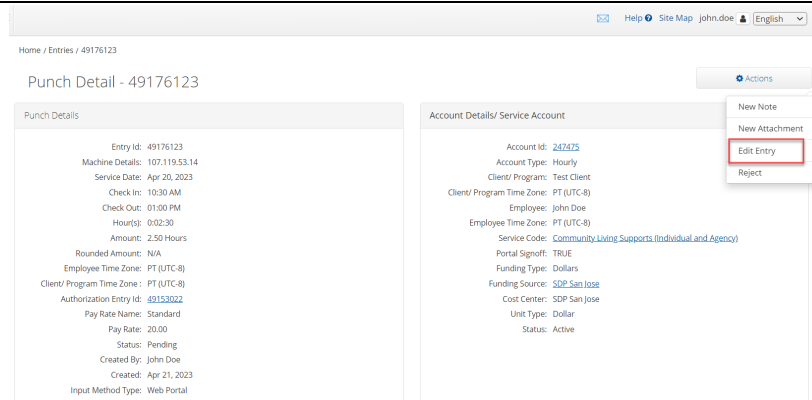
Id	Service Date	Type	Account Type	Ref.	Client Name	Service Code	Amount	Unit Type	Status
49176123	Apr 20, 2023	Punch	Hourly		Test Client	Community Living Supports (Individual and Agency)	0:02:30	Dollar	Pending
49164245	Apr 13, 2023	Punch	Hourly		Test Client	Community Living Supports (Individual and Agency)	0:02:00	Dollar	Pending
49162272	Apr 14, 2023	Punch	Hourly		Test Client	Community Integration Supports	0:05:00	Dollar	Pending

Note: If the status is **unvalidated**, **rejected**, or **approved** edits will **not** be available.

Id	Service Date	Type	Account Type	Ref.	Client Name	Service Code	Amount	Unit Type	Status
49176123	Apr 20, 2023	Punch	Hourly		Test Client	Community Living Supports (Individual and Agency)	0:02:30	Dollar	Pending
49164245	Apr 13, 2023	Punch	Hourly		Test Client	Community Living Supports (Individual and Agency)	0:02:00	Dollar	Pending
49162272	Apr 14, 2023	Punch	Hourly		Test Client	Community Integration Supports	0:05:00	Dollar	Pending

2. Click on the **Actions** menu and select **Edit Entry**.

Note: Changes can only be made before hours are approved or rejected.




3. Update the entry as needed.

Add New Entry

Entry Type: * Punch

Employee Name: Bell Train

Account Type: * Hourly

Client: * Ave Anna - 8888897

Service Code: * Respite

Service Date: * 07/06/2023

Check In: * 9:00 AM Check Out: * 4:00 PM

Clock In EVV Location: Home

Clock Out EVV Location: Home

Check Out Date: 07/06/2023

Reason: +

Diagnostic Code: Diagnostic Code

Notes: Add Notes for Punch

Attachment: Choose File

Statements: *

- ☐ I certify the time worked is true and accurate
- ☐ I know my client must sign-off for this to be paid
- ☐ I am not authorized to work over 40 hours per week

Cancel Save



4. Click on the **Reason** (blue) plus sign button and select app reason code.

Note: For Reimbursement services always select the first reason code from the drop-down menu.

5. Once the **Reason** is selected, click the plus sign

6. Click **Yes** on the alert.

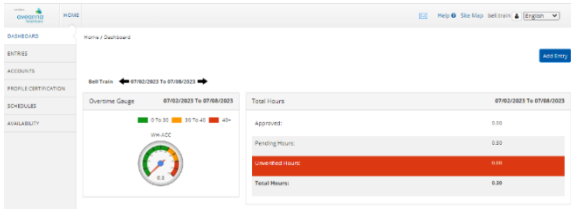
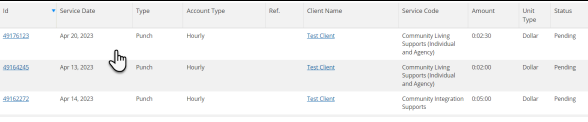
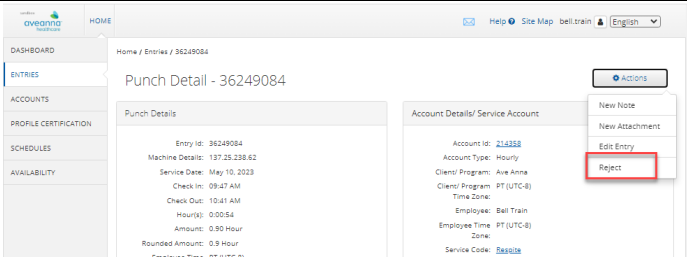
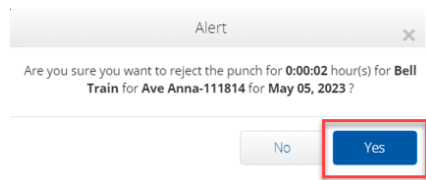
7. Click **Save**, an alert will appear, click **Yes**.

The original will be in a rejected status. A new line item will be created.

ID	Service Date	Type	Account Type	Ref.	Client Name	Service Code	Amount	Unit Type	Status
2020001	May 10, 2023	Punch	Hourly	2020001	Ave Anna	Repute	0.0034	Hour	Pending
2020002	May 10, 2023	Punch	Hourly	2020002	Ave Anna	Repute	0.0034	Hour	Rejected



Reject a Time Entry

<p>To complete these steps the entries tab must be selected.</p>	
<p>1. Select the entries row that needs edits.</p>	
<p>Note: If the status is unvalidated, or approved reject will not be available.</p>	
<p>2. Click on the Actions menu and select Reject.</p> <p>Note: Reject can only be selected before hours are approved.</p>	
<p>3. Click Yes on the alert.</p>	
<p>Note: The time entry will be updated to a rejected status.</p>	
<p>Tip: visit https://aveannasupportservices.com/resources/care-provider-resources/aveannacare/ to access videos and printable user guides.</p>	

