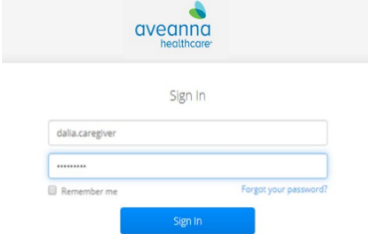
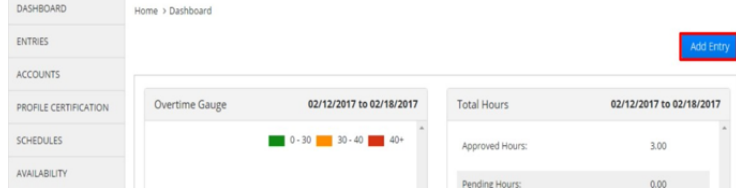
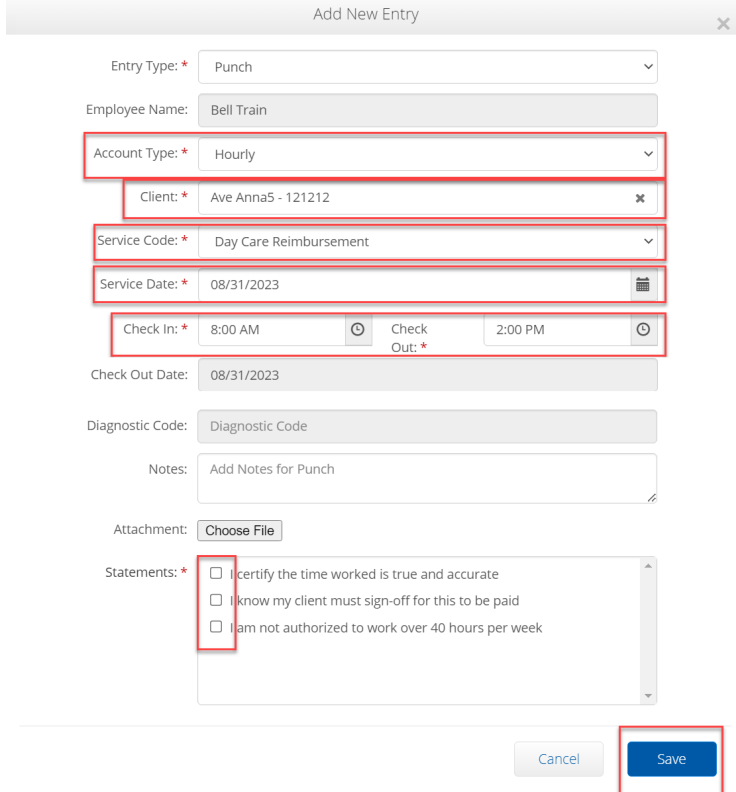
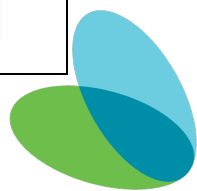
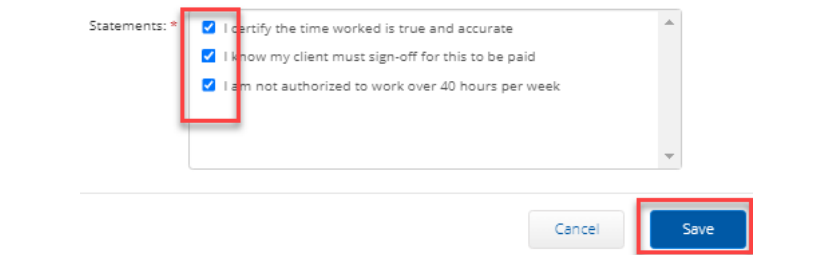
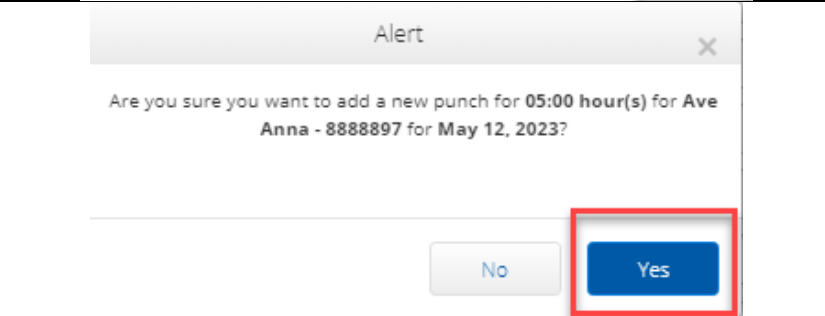


Creating a Punch

This quick reference guide (QRG) can be used to create an EOR service (Respite, Personal Assistance, and FMS Respite) punch in the AveannaCare Portal online. This example shows the process for Respite punching.

<p>1. Log in to https://aveanna.dcisoftware.com/</p>	
<p>2. Click on Add Entry.</p>	
<p>3. Complete all required fields on the Add New Entry window. Entry Type and Employee Name will default.</p> <p>4. Complete/Update the following fields.</p> <ol style="list-style-type: none"> Account Type. Client. Service Code. Service Date. (Only if the date is different) Check-In/out. Apply a check mark on all statements. 	



<p>5. Apply a check mark to the statements, click Save.</p>	 <p>Statements: *</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> I certify the time worked is true and accurate<input checked="" type="checkbox"/> I know my client must sign-off for this to be paid<input checked="" type="checkbox"/> I am not authorized to work over 40 hours per week <p>Cancel Save</p>
<p>6. Click Yes, on the alert.</p>	 <p>Alert</p> <p>Are you sure you want to add a new punch for 05:00 hour(s) for Ave Anna - 8888897 for May 12, 2023?</p> <p>No Yes</p>

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-255-8360 (TTY: 711).
注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-888-255-8360 (TTY: 711)。
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