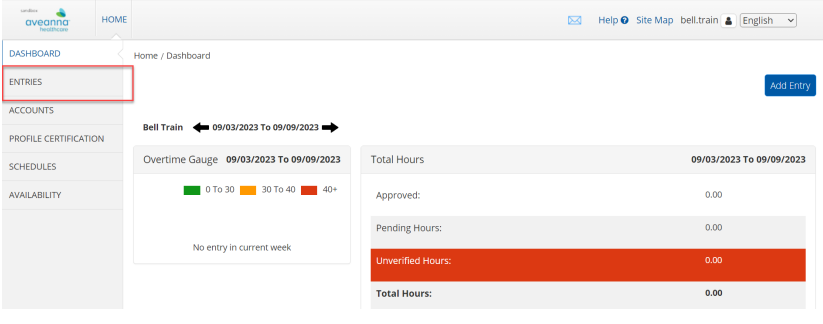
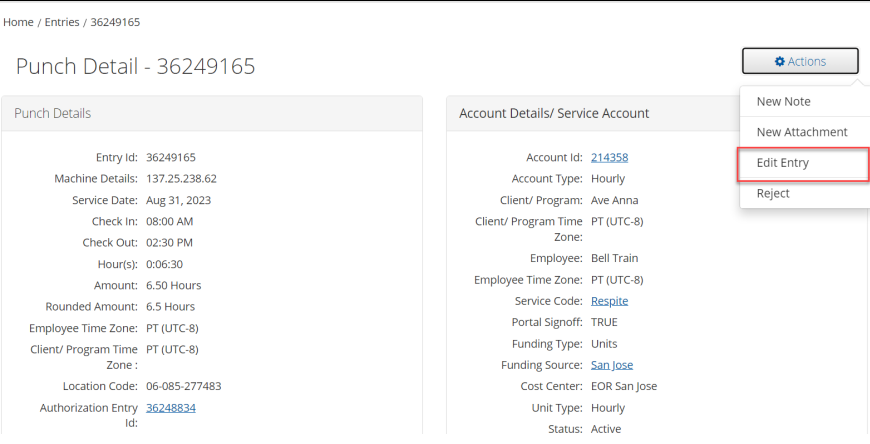


Care Provider Editing a Punch on the Web

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

<p>1. Click on the Entries tab.</p>																																									
<p>2. Select the entries row you need to edit.</p>	<table border="1"> <thead> <tr> <th>Id</th> <th>Service Date</th> <th>Type</th> <th>Account Type</th> <th>Ref.</th> <th>Client Name</th> <th>Service Code</th> <th>Amount</th> <th>Unit Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>49176123</td> <td>Apr 20, 2023</td> <td>Punch</td> <td>Hourly</td> <td></td> <td>Test Client</td> <td>Community Living Supports (Individual and Agency)</td> <td>0:02:30</td> <td>Dollar</td> <td>Pending</td> </tr> <tr> <td>49164245</td> <td>Apr 13, 2023</td> <td>Punch</td> <td>Hourly</td> <td></td> <td>Test Client</td> <td>Community Living Supports (Individual and Agency)</td> <td>0:02:00</td> <td>Dollar</td> <td>Pending</td> </tr> <tr> <td>49162272</td> <td>Apr 14, 2023</td> <td>Punch</td> <td>Hourly</td> <td></td> <td>Test Client</td> <td>Community Integration Supports</td> <td>0:05:00</td> <td>Dollar</td> <td>Pending</td> </tr> </tbody> </table>	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
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<p>Note: If the status is <u>unvalidated</u>, <u>rejected</u>, or <u>approved</u> edits will <u>not</u> be available.</p>																																									
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<p>3. Click on the Actions menu and select Edit Entry.</p> <p>Note: Changes can only be made before hours are approved or rejected.</p>																																									



4. Update the entry as needed. Click **Save**.

Edit Entry ✕

Entry Type: * Punch

Employee Name: Bell Train - 5643678

Account Type: * Hourly

Client: * Ave Anna - 111814

Service Code: * Respite

Select Date: * 08/31/2023

Check In: * 8:00 AM 🕒 Check Out: * 2:30 PM 🕒

Check Out Date: 08/31/2023

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

5. An alert will appear, click **Yes**.

Alert ✕

Are you sure you want to cancel the existing punch for **0:00:54 hour(s)** for **May 10, 2023** and add a new punch for **00:54 hour(s)** for **Bell Train for Ave Anna-111814** for **May 10, 2023**?

No
Yes

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

Id	Service Date	Start Time	End Time	Type	Account Type	Ref.	Client Name	Service Code	Amount	Unit Type	Status
36249166	Aug 31, 2023	08:00 AM	03:00 PM	Punch	Hourly	36249165	Ave Anna	Respite	0:07:00	Hourly	Invalidated
36249165	Aug 31, 2023	08:00 AM	02:30 PM	Punch	Hourly		Ave Anna	Respite	0:06:30	Hourly	Rejected

