

# Day Program - Employee Clocks In & Out

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**Description:** In this topic, the user will learn how to enter time for a day program using a shared device.

\*Please note: If unable to clock in and clock out during the shift, or if the clock in or out time needs to be corrected, please contact the program supervisor.

**Role Required:** Employee (base user)

**Permission Required:** N/A

## **Employee Clock In**

1. Authorized day program personnel must log in to DCI with the program credentials
2. Click **Employees** on the submenu
3. Click **Actions**
4. Select **Clock-In** from the drop-down
5. Complete the clock-in form wizard
  - a. Employee Name (required): Type and select the employee name
  - b. Password (required): Enter password
  - c. EVV Location (optional): If applicable, select the EVV location from the drop-down menu.
6. Click **Clock-In** and **Yes** to confirm

## **Employee Clock Out**

1. Authorized day program personnel must log in to DCI with the program credentials
2. Click **Employees** on the submenu
3. Click **Actions**
4. Select **Clock-Out** from the drop-down
5. Complete the clock-out form wizard
  - a. Employee Name (required): Type and select the employee name
  - b. Password (required): Enter password
  - c. EVV Location (optional): If applicable, select the EVV location from the drop-down menu.
6. Click **Clock-Out** and **Yes** to confirm

A punch entry has now been added and is visible under Entries on the submenu.

## **Related articles**

- [Group Service - Supervisor Guide](#)
- [What is the "Needs Review" column on my employees' pending entries?](#)
- [System Set-Up - Admin Guide](#)
- [Enter a Punch - Web Portal](#)
- [Managing Entries - Guide](#)