## **Residential Program - Employees**

**Description:** In this topic, the user will learn how to clock in and out of a residential program. The residential program profile is designed to record time for employees who work at a residential program for individuals with disabilities, and record absences for the clients who live there. Typically, a worker at the residential program will log into the DCI residential program profile so that employees can enter their time, and client absences can be recorded. The program may offer one device, such as a kiosk, to be available for employees to clock in and out as they arrive at and depart from the residential program. If the employee is unable to clock in and clock out during the shift or needs an entry corrected, they must contact their supervisor who will create a historical entry on behalf of the employee or edit the original entry. The employee must then verify the time.

Role Required: Employee (base user)

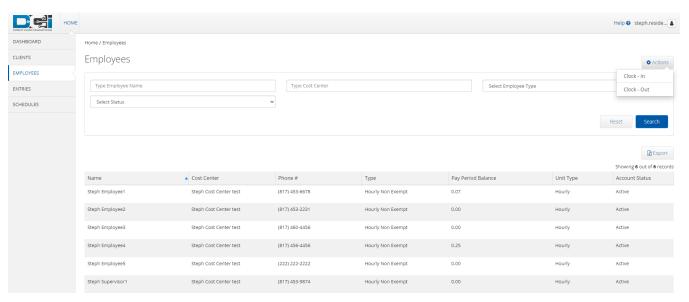
Permission Required: N/A

## **Employee Clock-In**

- 1. Residential worker logs in to DCI with the appropriate residential program profile
- 2. Residential worker clicks Employees on the submenu
- 3. Employee clicks Action
- 4. Employee clicks Clock-In from the drop-down menu
- 5. Employee completes Clock-In form wizard:
  - a. Employee Name (required): Type the employee name and select it from the list
  - b. Password (required): Enter password
  - c. EVV Location (optional): Select EVV location from the drop-down list if applicable
  - d. Click the blue Clock-In button and Yes to confirm

## **Employee Clock-Out**

- 1. Residential worker logs in to DCI with the appropriate residential program profile
- 2. Residential worker clicks Employees on the submenu
- 3. Employee clicks Action
- 4. Employee clicks Clock-Out from the drop-down menu
- 5. Employee completes Clock-Out form wizard:
  - a. Employee Name (required): Type the employee name and select it from the list
  - b. Password (required): Enter password
  - c. EVV Location (optional): Select EVV location from the drop-down list if applicable
  - d. Click the red Clock-Out button and Yes to confirm



## Related articles

- System Set-Up Admin Guide
- · Residential Program Supervisors
- Unlock a Residential, Day, or Parenting Program Profile
- Residential Program Profile Overview
- Approve Client Residential Program Attendance Video