

# 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

The screenshot shows the DCI (Data Collection Interface) web application. The left sidebar contains navigation links: DASHBOARD, CLIENTS, EMPLOYEES (selected), ENTRIES, and SCHEDULES. The main content area is titled 'Home / Employees' and 'Employees'. It features a search form with fields for 'Type Employee Name', 'Type Cost Center', 'Select Employee Type', and 'Select Status'. There are 'Reset' and 'Search' buttons. An 'Actions' dropdown menu is open, showing 'Clock - In' and 'Clock - Out' options. Below the form is an 'Export' button. A table displays a list of employees with columns: Name, Cost Center, Phone #, Type, Pay Period Balance, Unit Type, and Account Status. The table shows 6 records, with the first 5 being employees and the last one being a supervisor.

Name	Cost Center	Phone #	Type	Pay Period Balance	Unit Type	Account Status
Steph Employee1	Steph Cost Center test	(817) 453-6678	Hourly Non Exempt	0.07	Hourly	Active
Steph Employee2	Steph Cost Center test	(817) 453-2231	Hourly Non Exempt	0.00	Hourly	Active
Steph Employee3	Steph Cost Center test	(817) 460-4456	Hourly Non Exempt	0.00	Hourly	Active
Steph Employee4	Steph Cost Center test	(817) 456-4456	Hourly Non Exempt	0.25	Hourly	Active
Steph Employee5	Steph Cost Center test	(222) 222-2222	Hourly Non Exempt	0.00	Hourly	Active
Steph Supervisor1	Steph Cost Center test	(817) 453-9874	Hourly Non Exempt	0.00	Hourly	Active

## 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](#)