Time Entry - Account Type Training

Description: In this topic, the user will learn about the training account type. The training account type is for employees that are paid by the organization to complete training. An example would be required training where the employee receives compensation for attending the class. Not all organizations offer paid training. Contact the organization for details.

The training account type may be entered using the following methods:

- Mobile app
- Web portal

Role Required: Employee (base user)

Permission Required: N/A

Enter a Training Punch in the Mobile App

1. Log in to the DCI mobile app
2. Click the blue **Other Entries** button on the dashboard
    a. Account Type **(required)**: In the Select Type drop-down, click Training.
    b. Cost Center **(required)**: Click the cost center field. Click in the search bar and type the cost center name. Select the cost center.
    c. Date **(required)**: The date the training took place. Must be in the past. Please ensure it is within the acceptable date range for the organization. Click the month, day, and year to select date.
    d. In Time/Out Time **(required)**: Clock in/clock out times. Click the hour, minute, and PM to select time and a.m. or p.m.
    e. Add Notes for Punch (optional): Enter notes per organizational requirements
    f. Add Attachment (optional): Click to take and add a picture
        i. Select the camera icon in the middle to take the picture
        ii. Select the checkmark to save the picture
        iii. Select the the X to retake the picture
3. Click **Save**

Enter a Training Punch in the Web Portal

1. Log in to the DCI web portal
2. Click the blue **Add Entry** button on the dashboard
3. Complete the form wizard
    a. Entry Type **(required)**: Defaults to Punch. Other options may be available per organization.
    b. Employee Name **(required)**: Prefilled with the name of the employee logged into the system
    c. Account Type **(required)**: Select Training
    d. Cost Center **(required)**: Enter the cost center name then select it from the list
    e. Service Date **(required)**: The date the training took place. Must be in the past. Please ensure it is within the acceptable date range for the organization.
    f. Check In/Check Out **(required)**: Clock in/clock out times
    g. Notes (optional): Enter notes per organizational requirements
    h. Attachment (optional): Click the blue **Add Attachment** link to upload attachment(s)
4. Click **Save** then **Yes** to confirm

Related articles

- Messaging Module - Navigation - Mobile App
- Messaging Module - Navigation - Web Portal
- Message - Send a Message
- Authorization Remaining Balances as Time in the Mobile App
- Mobile App - Logging into the Mobile App