

Time Entry - Account Type Administration

Description: In this topic, the user will learn about the administration account type. An administration account type is for employees that are paid by the organization for administrative work time. An example would be working in the office to complete scheduling or data entry.

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

- Mobile app
- Web portal

Role Required: Employee (base user)

Permission Required: N/A

Enter an Administration 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 Administration.
 - b. Activity (optional): Click to type the activity name in the search bar. Select the activity.
 - c. Cost Center **(required)**: Click to type the cost center name in the search bar. Select the cost center.
 - d. Date **(required)**: The date the administration work occurred. 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.
 - e. 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.
 - f. Add Notes for Punch (optional): Enter notes per organizational requirements
 - g. 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 X to retake the picture
3. Click **Save**

Enter an Administration 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 Administration
 - d. General Activity (optional): Select the type of activity from the drop-down
 - e. Cost Center **(required)**: Enter the cost center name then select it from the list
 - f. Service Date **(required)**: The date the administration work occurred. Must be in the past. Please ensure it is within the acceptable date range for the organization.
 - g. Check In/Check Out **(required)**: Clock in/clock out times
 - h. Notes (optional): Enter notes per organizational requirements
 - i. Attachment (optional): Click the blue **Add Attachment** link to upload attachment(s)
4. Click **Save** then **Yes** to confirm

Related articles

- [Authorization Remaining Balances as Time in the Mobile App](#)
- [Mobile App - Logging into the Mobile App](#)
- [Enter a Punch - Web Portal](#)
- [What devices, operating systems \(OS\), and web browsers does DCI support?](#)
- [Mobile App - Download App](#)