Time Entry - Account Type Vacation/Sick/PTO

Description: In this topic, the user will learn about vacation, sick, and PTO (paid time off) account types. Vacation/Sick/PTO account types are for employees that have and are using paid vacation, sick, or PTO time.

*Please note:

- Not all organizations have Vacation, PTO, and/or Sick time.
- Entries with these account types may be entered in the past or in the future

Vacation, sick, and PTO account types may be entered using the following methods:

- Mobile app
- Web portal

Role Required: Employee (base user)

Permission Required: N/A

Enter a Vacation/Sick/PTO 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 Vacation, Sick, or PTO.
    b. Date **(required)**: The date the vacation, sick, or PTO occurred or will occur. Click the month, day, and year to select the date.
    c. 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.
    d. Add Notes for Punch (optional): Enter notes per organizational requirements
    e. 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 a Vacation/Sick/PTO 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 Vacation, Sick, or PTO
    d. Service Date **(required)**: The date the vacation, sick, or PTO occurred or will occur. It can be in the past or in the future, however, please ensure it is within the acceptable date range for the organization.
    e. Check In/Check Out **(required)**: Clock in/clock out times
    f. Notes (optional): Enter notes per organizational requirements
    g. Attachment (optional): Click the blue **Add Attachment** link to upload attachment(s) per organizational requirements
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