

Employee - Edit a Punch

Description: In this topic, the user will learn how to edit a punch. Edits can be made to a punch if the punch is in a pending status. Edits cannot be made to a Residential Program, Day Program, or an Approved punch. If an edit needs to be made to one of these punches, please contact a supervisor.

Role Required: Employee (base user)

Permission Required: N/A

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Entries** on the submenu
4. Search for the entry by using the search filters and click **Search**
5. Click on the entry in the table
6. Click **Actions**
7. Click **Edit Entry** in the drop-down menu
8. Edit fields as needed in the Edit Entry form wizard
9. Click **Save** and **Yes** to confirm
10. The original punch status changes to Rejected
11. A new punch with the updates is generated and is in Pending status
 - a. The new punch will have a Ref. Entry # listed which links it to the original punch
12. To view the original and new punch, select **Entries** on the submenu.
13. Both punches are listed in the Entries table below the search box

Related articles

- [Enter a Punch - Web Portal](#)
- [Managing Entries - Guide](#)
- [Entries Restriction - Day\(s\) of Week and Holidays](#)
- [Add or Edit a Punch for an Employee](#)
- [Employee - View and Search Punches](#)