## **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