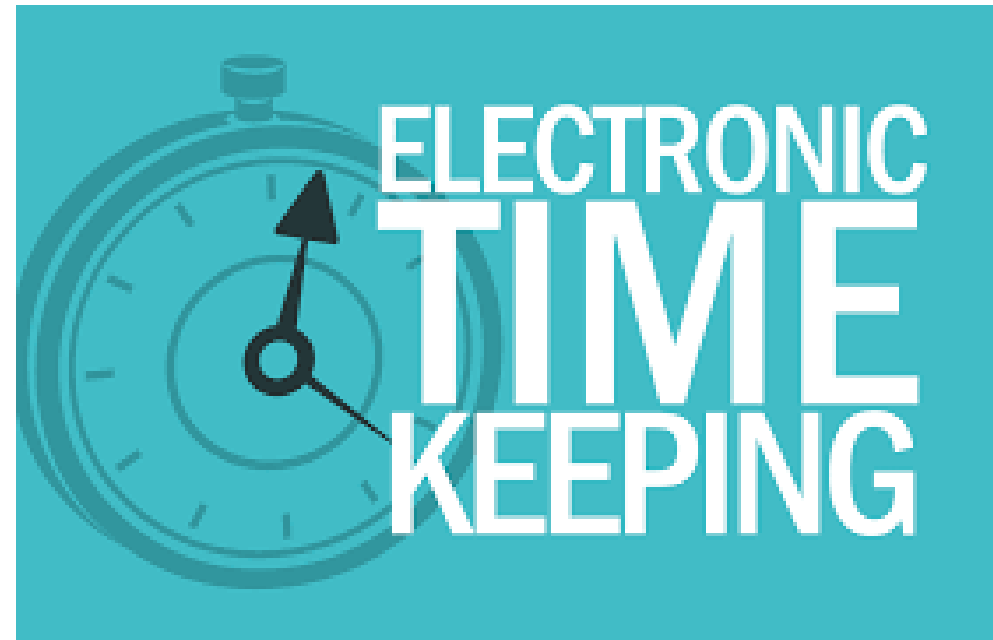




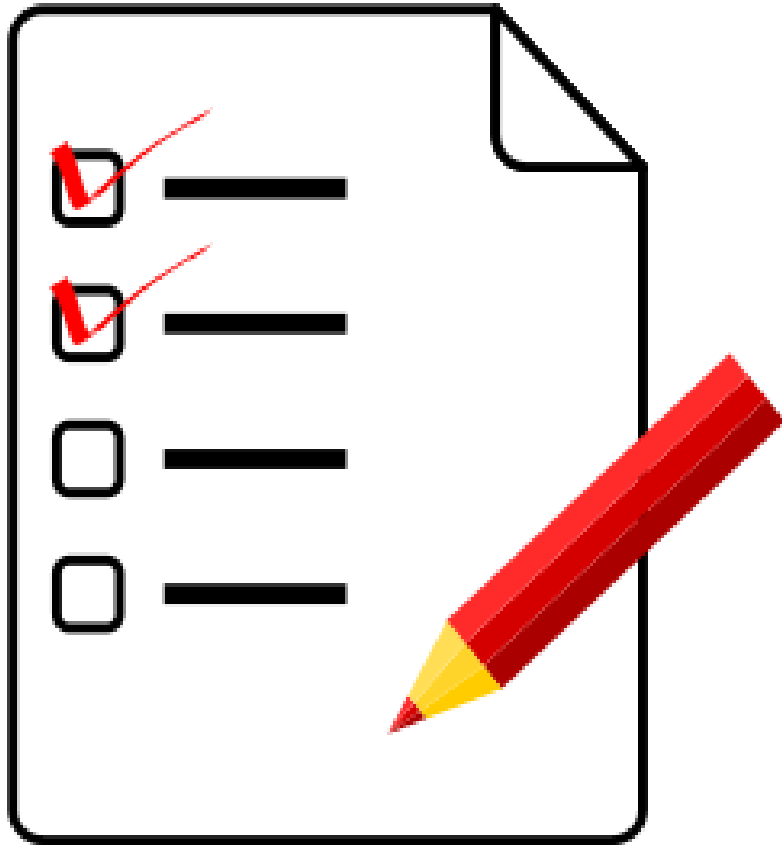
The Arc[™]

Central Chesapeake Region

ELECTRONIC TIMEKEEPING 101 - AN INTRODUCTION TO E-TIME



TODAY'S AGENDA



- Benefits of using E-time
- Common Questions About E-Time
- E-time Selection
- E-Time Enrollment Process
- Tools & Resources
- Next Steps

BENEFITS OF USING E-TIME

- No more emailing or faxing timesheets.
- No more wondering if your timesheets were processed. Just submit and approve times electronically and see it post for payroll!
- Instant access to W2s!
- Access to employee pay rates, service codes, and historical payroll information with a simple login.





TESTIMONIALS

Rich & Peg Kolm (parents of SDS participant and support broker):

“We are excited and delighted to use this new Paycom system! It has reduced my work in half, it is easy to use. Best of all, the FMS team at the Arc Central Chesapeake have been available and supportive every step of the way.”

Barbara Pope (parent of SDS participant and support broker):

“Although it takes time to understand the new electronic timekeeping system, it is worth it. Last pay period, I was in the hospital with my daughter and was able to modify and approve my employees' time sheets from my phone. Had I not volunteered to start the new system early, my employees would not have been paid! The savings in paperwork & time are a plus!!!!”


COMMON QUESTIONS ABOUT E-TIME

1. Does my employee have to clock-in and out?
 - NO! Time can be inputted anytime at the employer's choosing (immediately, at the end of the shift, or at the end of the week), as long as it is approved in time for payroll.
2. Can my Support Broker have access so that they can help me?
 - Support Broker participation is at the discretion of the participant and their team
3. Is there a way to approve time on my phone?
 - Yes! Client/Employer functionality on the mobile app has been released as "Manager-on-the-Go" and there are instructions for login and use available on the website. Client/Employer may also access the Paycom website from any smartphone or tablet using a browser (Safari, Google, etc.).
4. My employees work the same shifts several times a week. Is there an easy way for them to record their time?
 - Yes! Employees are able to easily enter repeating shift times on multiple days!



E-TIME SELECTION PROCESS

Participant opts-in by submitting [Timekeeping Selection Form](#)

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- **Option #1 (best practice):** Employees will enter their own time & Participant (Client) will review and approve times
 - **Client credentials** will be sent to participant/employer for review and approval of times
 - **Employees credentials** will be sent to employees so that they can log-in and record their times (pending employer approval)
 - ❖ **IMPORTANT NOTE:** Participant email for Client credentials cannot be the same email as an employee (employees cannot approve their own times)
 - **Option #2:** Participant (Client) will BOTH enter and approve employees' time
 - **Client credentials** will be sent to the email listed on the form

E-TIME ENROLLMENT PROCESS

- Participant notifies FMS with request to opt-in by submitting the Timekeeping Selection Form
- Complete and submit Selection Form to (FMSPayroll@thearcccr.org)
- FMS reviews and sets up Participant (referred to as ‘Client’) and employees in Paycom
- Credentials will be sent to Participant and/or employees based on Selection Form

TOOLS & RESOURCES

- E-Time FAQs available on FMS website to address common electronic timekeeping questions
- Step-by-step instructions with screen-shots are available on our website
- Email PaycomHelp@thearcccr.org for transition assistance, any additional questions post-implementation or for password reset requests



NEXT STEPS

- [Timekeeping Selection Form](#) and other electronic timekeeping resources and full instructions are available on [FMS website](#)
- FMS team is available for individual/team troubleshooting as needed
- Use of e-time helps us and we think it can help you, too! How can FMS facilitate transition to e-time?



QUESTIONS?

