



READING YOUR ACCOUNT STATEMENT

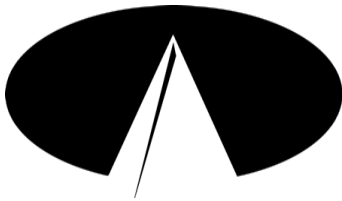
Following is a sample account statement which describes the information that is provided. Once Acumen processes an initial payment as the fiscal agent, the employer or authorized representative will begin receiving account statements. The account statement provides very important information that is essential in managing the individual's services. It is important that the reader understand this information.

The date range is shown at the top right of the account statement. The account statement **ONLY** reports checks issued during this date range. The balance does not reflect any submissions for payments that have not been processed. The activity period does not reflect service dates; it reflects check processing dates.

The statement is similar to the information provided on a bank statement when checks are written. A check may have been written on Monday, but may not have been deducted from the account before the bank statement is provided.

Remember that one of the benefits of using Web Time Entry is that you can access your account information 24 hours a day, 7 days a week.

If you have any questions after reviewing the account statement sample or after receiving your account statement, please contact Acumen for assistance. Our Customer Service Representatives will be glad to assist you.



Acumen Fiscal Agent Account Statement

Activity Period: Reports activity of checks issued during date range. Does not represent dates employee worked

7/1/2017 to 7/31/2017

Employer: SAMPLE EMPLOYER
1234 ANY STREET
TOWN, AZ 85000

Employer: Person who manages employees and/or represents the client for this account in this program

Participant ID: A12345678
Program: Banner

Participant ID: ID number used for participant on timesheets and Web Time Entry.
Participant: Person receiving services; Client

Period Utilization: Sick Time used during Activity Period

Total Allotments: Number of hours of Sick Time Employee has accrued.

Total Utilization: Sick Time used from July 1 through June 30.

Account Information

	Total Allotments		Period Utilization		Total Utilization		Balance	
	Units	Dollars	Units	Dollars	Units	Dollars	Units	Dollars
SIC 1111 EMPLOYEE, ONE 07/01/2017 - 06/30/2018	12.00	\$0.00	4.00	\$0.00	0.00	\$0.00	8.00	\$0.00
SIC 2222 EMPLOYEE, TWO 07/01/2017 - 06/30/2018	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	8.00	\$0.00
Totals	20.00	\$0.00	4.00	\$0.00	0.00	\$0.00	16.00	\$0.00

All active employees' Sick Time Allotments. This is the amount of Sick Time hours your employee has accrued and can use.

Balance: Total Sick Time remaining as of Activity Period end date

Employee Information: Lists all employees, even those that did not work during Activity Period

Employee Information

Name	Pay Type	Status	EE Number	Good to Go Date
EMPLOYEE, ONE	Direct Deposit	Active	1111	02/25/2016
EMPLOYEE, TWO	Direct Deposit	Active	2222	06/22/2014

Pay Type: Shows how your employees receive their pay

Code and Rate Information: Lists approved service codes and rates for each employee

Code and Rate Information

Name	Description	Start Date	End Date	Rate
EMPLOYEE, ONE	ACR	07/01/2017	12/31/2222	\$10.72
EMPLOYEE, ONE	SIC	07/01/2017	12/31/2222	\$10.72
EMPLOYEE, TWO	ACN	07/01/2017	12/31/2222	\$10.72
EMPLOYEE, TWO	SIC	07/01/2017	12/31/2222	\$10.72

Payroll Check Information: Details of each check issued for each employee based on timesheets submitted. Each employee payroll check issued in Activity Period is listed in separate Payroll Check Information section

Payroll Check Information

Check #: 13009934

Batch #: 1722

Date: 7/25/2017

Billing: \$120.64

Payee: EMPLOYEE, ONE

Type: Direct Deposit

Net: Earnings after employee taxes deducted

Net: \$117.92

Medicare: \$0.00

FICA: \$0.00

SUTA: \$0.00

FUTA: \$0.00

Work Comp: \$2.72

FICA: Federal Insurance Contributions Act; paid by employee & employer; includes Social Security taxes

Medicare: Tax to help cover cost of Medicare programs

Work Comp: Workers Compensation Insurance; provides benefits if employee is injured while working. Paid by employer through participant's Service Authorization

FUTA: Federal Unemployment Tax Act; paid by employer

SUTA: State Unemployment Tax Authority; paid by employer

Gross: Employee earnings before employee taxes deducted

Gross: \$117.92

Code	Work Date	Time In	Time Out	Wage	Hours
ACR	07/01/2017	8:00 AM	1:00 PM	\$10.72	5.00
ACR	07/02/2017	8:00 AM	2:00 PM	\$10.72	6.00
					11.00

Training and Certification: Shows important expiration/renewal dates

Training & Certification

Employee Name	CPR Expire Date	First Aid Expire Date
EMPLOYEE, ONE	08/02/2018	08/02/2018
EMPLOYEE, TWO	10/13/2017	10/13/2017