# 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 word "Activity" and the date range are 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. The amount of the check must be deducted from the balance shown on the bank statement in order to reach the current balance. When the employer or authorized representative receives the account statement, as with the bank statement, they must deduct any services that have not been paid in order to determine the current balance.

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.
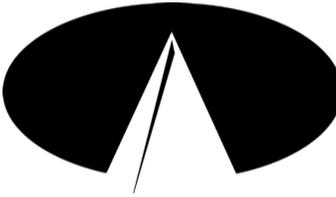
Acumen Fiscal Agent Account Statement

Employer:

Activity Period: 11/16/2015 **to** 11/30/2015

Participant ID: 38730

Program: CCW

Account Information

	Total Allotments		Period Utilization		Total Utilization		Balance	
	Units	**Dollars**	**Units**	**Dollars**	**Units**	**Dollars**	**Units**	**Dollars**
PAS 10/01/15 - 12/31/15	805.00	$8,983.80	151.00	$1,686.28	462.75	$5,164.29	342.25	$3,819.51
Totals	**805.00**	**$8,983.80**	**151.00**	**$1,686.28**	**462.75**	**$5,164.29**	**342.25**	**$3,819.51**

Employee Information

Name	Pay Type	Status	EE Number	Good to Go Date
	Direct Deposit	Active		06/26/2015

Code and Rate Information

Name	Description	Start Date	End Date	Rate
	PAS	06/26/2015	12/31/2222	$9.82

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Payroll Check Information

Check #: ▮▮▮▮▮		**Medicare:** ▮▮▮		**Batch #:** 2194
Date: 11/30/2015		**FICA:** ▮▮▮▮		**Billing:** ▮▮▮▮
Payee: ▮▮▮▮▮		**SUTA:** ▮▮		**Type:** Direct Deposit
Net: ▮▮▮		**FUTA:** ▮▮		
Gross: ▮▮▮		**Work Comp:** ▮▮▮		

OT Hours: The hours an employee worked over 40 hours in a work week (Sunday at 12am (midnight) through the following Sunday at 12am (midnight)). Hours are multiplied by 1.5 when calculating the balance (found on 1st page) remaining in your allocation/budget.

OT Wage: Wage employee earns per hour for overtime. (time and a half)

Code	Work Date	Time In	Time Out	Wage	OT Wage	Hours	OT Hours
PAS	10/15/2015	9:00 AM	5:00 PM	$9.82	------	-8.00	------
PAS	10/15/2015	9:00 AM	5:00 PM	------	$14.73	------	8.00
PAS	11/01/2015	9:00 AM	5:00 PM	$9.82	------	8.00	------
PAS	11/02/2015	9:00 AM	5:30 PM	$9.82	------	8.50	------
PAS	11/03/2015	9:00 AM	5:30 PM	$9.82	------	8.50	------
PAS	11/04/2015	9:00 AM	5:30 PM	$9.82	------	8.50	------
PAS	11/05/2015	3:30 PM	5:00 PM	------	$14.73	------	1.50
PAS	11/05/2015	9:00 AM	3:30 PM	------	$14.73	------	6.50
PAS	11/06/2015	9:00 AM	5:00 PM	------	$14.73	------	8.00
PAS	11/07/2015	9:00 AM	5:00 PM	------	$14.73	------	8.00
PAS	11/08/2015	9:00 AM	5:00 PM	$9.82	------	8.00	------
PAS	11/09/2015	9:00 AM	5:30 PM	$9.82	------	8.50	------
PAS	11/10/2015	9:00 AM	5:30 PM	$9.82	------	8.50	------
PAS	11/11/2015	9:00 AM	5:30 PM	$9.82	------	8.50	------
PAS	11/12/2015	3:30 PM	5:00 PM	------	$14.73	------	1.50
PAS	11/12/2015	9:00 AM	3:30 PM	------	$14.73	------	6.50
PAS	11/13/2015	9:00 AM	5:00 PM	------	$14.73	------	8.00
PAS	11/14/2015	9:00 AM	5:00 PM	------	$14.73	------	8.00
PAS	11/15/2015	9:00 AM	5:00 PM	$9.82	------	8.00	------
						67.00	56.00

Training and Certification	
Employee Name	**Vehicle Insurance Expire Date**
▮▮▮▮▮	04/26/2016

Training and Certification: Shows important expiration/renewal dates for your employees.

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