



NC MCO Bonus and Reimbursement Requests

Bonus Requests

Your savings are used to pay employee's bonuses, mileage, and trainings. Please check to make sure there is an active account in DCI with funds available before submitting a request. Go to the Dashboard – go to section that says authorizations, enter clients name and all active authorizations will appear for your review.

- Partners: **xBOBP** (expires 60 days after plan year)**
- Alliance: **AFUND** (expires 60 days after plan year)**
- Sandhills: **BSBS** (expires 90 days after plan year)**
- Trillium: **Trillium Reserve** (no expiration)
- Vaya: **Vaya FUND Bonus** (no expiration)

****IMPORTANT: Funds do not roll over - you must use them by the expiration date****

Accessing the DCI Employer Web Portal

1. Open an Internet Browser on a computer or mobile device
 - Google Chrome is preferred
2. Navigate to the [DCI Web Portal](#)
3. Enter Employer Username and Password
 - Credentials provided by Acumen
4. Utilize Forgot Password link if necessary
5. Contact Acumen Agent with login issues
6. This is the same login you use to approve time entered by staff.

Sign In

Employer Username

Employer Password

Remember me [Forgot your password?](#)

Sign In

Or

[Create a profile](#)

**Only the Employer can submit Employee Bonus Entry*

Bonus: Paying an Active Employee

1. Open Employee Profile
2. Ensure Employer Tab is selected
3. Select Employee Tab on left side
4. Select Employee Name from list
5. Select Actions on the top right
6. Select New Bonus Payment

The screenshot displays the Acumen HR system interface. At the top, there is a navigation bar with the Acumen logo and the text 'Acumen Powered by DCI'. The main navigation menu includes 'HOME', 'EMPLOYER', and 'REPORTS'. The 'EMPLOYER' tab is selected, indicated by a yellow circle with the number '1'. Below the navigation bar, there is a sidebar with a list of options: 'CLIENTS', 'EMPLOYEES', 'VENDORS', and 'PENDING ENTRIES (3)'. The 'EMPLOYEES' option is selected, indicated by a yellow circle with the number '2'. The main content area shows the 'Employees' page with a search bar containing the text 'Type Employee Name'. Below the search bar, there is a table with columns 'Name' and 'Employee #'. The first row of the table is highlighted, with a yellow circle with the number '3' next to it. The text 'LAST NAME, FIRST NAME OF EMPLOYEE' is visible under the 'Name' column, and 'NC XXXXXX' is visible under the 'Employee #' column. On the right side of the page, there is an 'Actions' button with a gear icon, indicated by a yellow circle with the number '4'. A dropdown menu is open below the 'Actions' button, showing several options: 'New Note', 'New Attachment', 'View Roles', 'New Service Account', 'New Entry', 'New Bonus Payment', and 'New Reimbursement Entry'. The 'New Bonus Payment' option is highlighted, indicated by a yellow circle with the number '5'.

Add New Bonus Entry

Add New Bonus Payment

Entry Type: Bonus Payment

Client: CLIENT'S NAME 1

Account Type: Hourly 2

Employee Name: EMPLOYEE'S NAME 3

Service Code: VAYA FUND BONUS 4

Dollar Amount: Enter Amount 5

Date of Service: XX/XX/2023 6 See next slide

Notes: Add Notes 7

Attachment: Add Attachment

Cancel Save

1. Type Client/Employer name then select from list
2. Account Type is Hourly
3. Entry Type & Employee Name are Auto Selected (based on previous employee selection)
4. Select your Bonus service code
5. Total Bonus Amount
6. Enter your date of service*
7. In the Notes section, enter in a note regarding your bonus. Notes will appear as optional and are required.

*See next slide for additional date considerations

Add New Bonus Entry

1. Click in box to bring up calendar
2. Select a date within the authorization you want to pay your bonus from by clicking on the date*
3. Hover over “i” icon to view your current Authorization balance

Date(s) of Service: 07/01/2020

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Ok

Authorization Remaining Balance: 49800
Authorization Daily Max: 50000
Authorization End Date: 12/31/2022

*The date you select is important. It will need to be a date within the authorization you want to pay your bonus from for the funds to come out of the correct authorizations.

Add New Bonus Entry Cont.

Notes:

Attachment: [Add Attachment](#)

1

2 Alert

Are you sure you want to add a new **BONUS** entry for
SPONGEBOB for \$100.00 for 01 Day to service PATRICK - ?

Mar 2023
06

3

1. Click Save to finish process
2. Confirm details for this entry
3. Click Yes to submit Entry

**The Bonus Entry will then be submitted for review. The status is visible in the Client's profile and listed with the Entries.*

Reimbursements: Paying an Active Employee

1. Open Employee Profile
2. Ensure Employer Tab is selected
3. Select Employee Tab on left side
4. Select Employee Name from list
5. Select Actions on the top right
6. Select New Reimbursement Entry

The screenshot displays the Acumen software interface. At the top, there is a navigation bar with the Acumen logo and the text 'Acumen Powered by DCI'. To the right of the logo are three tabs: 'HOME', 'EMPLOYER', and 'REPORTS'. The 'EMPLOYER' tab is selected and highlighted with a yellow circle containing the number '1'. Below the navigation bar is a sidebar menu with four options: 'CLIENTS', 'EMPLOYEES', 'VENDORS', and 'PENDING ENTRIES (3)'. The 'EMPLOYEES' option is selected and highlighted with a yellow circle containing the number '2'. To the right of the sidebar, the main content area shows the text 'Employer / Employees' and 'Employees'. Below this is a search box with the placeholder text 'Type Employee Name'. To the right of the search box is a button labeled 'Actions' with a gear icon, highlighted with a yellow circle containing the number '4'. Below the search box is a table with two columns: 'Name' and 'Employee #'. The first row of the table contains the text 'LAST NAME, FIRST NAME OF EMPLOYEE' and 'NC XXXXXX'. A yellow circle containing the number '3' is positioned to the left of the first row. To the right of the table is a dropdown menu with the following options: 'New Note', 'New Attachment', 'View Roles', 'New Service Account', 'New Entry', 'New Bonus Payment', and 'New Reimbursement Entry'. The 'New Reimbursement Entry' option is highlighted with a yellow circle containing the number '5'.

Add New Reimbursement Entry

Add New Reimbursement Entry

Entry Type: * Employer Reimbursement

Client: Type Client Name 1

Account Type: * Select Account Type 2

Employee Name: * SPONGEBOB

Service Code: * Select Service Code 4

Dollar Amount: * Enter Amount 5

Date(s) of Service: * **i** See next slide

Date 6	Amount	Action
Select Date (MM/DD/Y) [calendar icon]		[minus] [plus]

Notes: Add Notes

Invoice Attachments: * Choose Files 7

Cancel Save

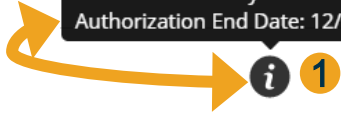
1. Type Client/Employer name then select from list
2. Select Account Type: Hourly
3. Entry Type & Employee Name are Auto Selected (based on previous employee selection)
4. Select your Reimbursement Service Code[^]
5. Enter Total Reimbursement Amount
6. Enter your date of service* and amount needed.
7. Attachments are required for reimbursements~

[^] Reimbursements can only be submitted for employee reimbursement, not employer reimbursement.

* See next slide for additional date considerations
~ Amount listed must match invoice or receipt if attached below. The attachments must include an invoice or Acumen Reimbursement Request Form.

Add New Reimbursement Entry

Authorization Remaining Balance: 49800
Authorization Daily Max: 50000
Authorization End Date: 12/31/2022



1. Hover over “i” icon to view Auth balance
2. Click in Date of Service box to bring up calendar
3. Select an applicable service date
4. Enter total amount listed on invoice*

Date	Amount	Action																																										
03/06/2023 2	100 4																																											
<div style="border: 1px solid gray; padding: 5px;"><p>< March 2023 ></p><table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>26</td><td>27</td><td>28</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>3 5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td></tr></tbody></table></div>			Su	Mo	Tu	We	Th	Fr	Sa	26	27	28	1	2	3	4	3 5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1
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**The total of all amounts listed must also match Dollar Amount box on previous page.*

Add New Reimbursement Entry Cont.

Notes: (Optional) Medical Supplies 1

Invoice Attachment: Add Attachment(s) 2
Sample Invoice 2020.pdf

Alert Cancel Save 3

Are you sure you want to add a new **Reimbursement** entry for **SPONGEBOB** for **\$100.00** for **01 Day** to service **PATRICK - ?**

Mar 2023 4
06

No Yes 5

1. Entry Notes are Optional
2. Attachments are required for reimbursement requests - Attach either an Invoice or Acumen Reimbursement Request Form, whichever is applicable
3. Click Save to finish process
4. Confirm details for this entry
5. Click Yes to submit Entry

**The Reimbursement Entry will then be submitted for review. The status is visible in the Client's profile and listed with the Entries.*

What happens next?

1. Entries will initially appear in the unvalidated status on in DCI.
2. After 30 minutes, the entry will change to the pending status in DCI.
3. Acumen will review and approve all bonus and reimbursement requests.

- If Approved, status will change and payment will be made at scheduled time.
- If an entry needs rejected, you will need to reach out to your agent for assistance.

Entries

Showing 30 out of 198 records

Id	Service Date	Type	Service Code	Cost Center	Employee /Program /Vendor Name	Ref.	Amount	Unit Type	Status	Client Sign-off
1030	Jul 01, 2020	Employer BONUS	BONUS	LA-010 TEST ER - LA-010 TEST ER	EMPLOYER ELLEN		100.00	Dollar	Pending	N/A

Helpful Tips

- Employee bonuses and reimbursements follow the same schedule as payroll – they must be submitted within the pay cycle, by the time entry due date, to receive with paycheck; payment(s) will show on the employee's pay stub
- No bonus payment form is needed!
- For all reimbursements, including training - please upload the invoice when you submit the request
- All reimbursements/bonuses will follow the directions outlined in this training

Where to go for help?

- Utilize our [DCI Training Materials](#) for more help
 - This will give you a full list of Training Materials for DCI
- Contact your Acumen NC Agent for more help
 - ncmcoagents@acumen2.net



Phone: (866) 811 - 3099



acumenfiscalagent.com



Thank you!

Visit the **Acumen Help Center** to learn more at:
acumenfiscalagent.zendesk.com