



# **Canadian MyApex Time Employee Guide**

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## Overview of the MyApex Time Management System:

Use the Time Management System to:

- Enter hours and expenses.
- View and update some personal information.
- Set up, view, and update your direct deposit. (Consultant Employees)
- View your paycheck (Consultant Employees)

### Access the Time Management System:

Follow the steps below to access the MyApex Time Management System via the link or login screen.

**MyApex Sign In**

User ID \*

Password \*

**Sign in**

Please disable any pop-up blockers before proceeding.

[Forgot Password?](#)

[Submit a Support Ticket](#)

**Consultants**

Sign in to enter your time and expenses, view your personal information, set up direct deposit, view your paystubs, view benefits, and more.

[Register](#)

**Hiring Managers**

Sign in to approve time and expenses, view time and expense reports, update alternate time approvers, and manage your account settings.

[Register](#)

1. Open registration email and click on unique registration link.
  - a. Once you click on the link, a one-time passcode is automatically sent to your email.
  - b. Simultaneously, you will be directed to the registration component.

1 Code Verification 2 Terms and Conditions 3 Create User

**Step 1 of 3: Code Verification** [Save](#)

**Instructions**

We sent a one-time passcode to your email address. Please enter the 6-digit code here to verify your email.

Please enter the last 4 digits of your telephone number.

Code

Phone

## Canadian MyApex Employee Guide

2. Open the email for the passcode and enter it on the registration verification page.
3. Enter phone number and click the Save button.
4. Accept the Terms and Conditions and click Next.

1 Code Verification 2 Terms and Conditions 3 Create User

< Previous Next >

### Step 2 of 3: Terms and Conditions

Company references in this document refer to Apex Systems.

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All information you enter into this system WILL directly affect your paycheck. The data you enter will be reviewed and must be approved by your client manager or an authorized staff member of the Company prior to any payment to you. When you input hours and expenses and click "save" you are certifying the accuracy and validity of these transactions. Intentionally misreporting and/or negligent reporting by you could result in immediate disciplinary action up to and including termination from the Company and/or criminal prosecution.

The Company reserves the right, which it may or may not exercise, to review, edit, or delete any material that it deems to be inappropriate or in violation of these Terms and Conditions and to deny access to anyone who violates these Terms and Conditions. NOTWITHSTANDING THE ABOVE, THE COMPANY EXPRESSLY DISCLAIMS ANY RESPONSIBILITY OR LIABILITY FOR ANY MATERIAL COMMUNICATED THROUGH THESE PAGES OR FOR ANY CLAIMS, DAMAGES, OR LOSSES RESULTING FROM THE USE THEREOF.

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The formation, construction and interpretation of this Agreement shall in all respects be governed by and construed in accordance with the laws of the United States and the Commonwealth of Virginia.

By acknowledging your acceptance below you are agreeing to the Terms and Conditions as stated above.

I accept all Terms & Conditions  Yes

1 Code Verification 2 Terms and Conditions 3 Create User

### Step 3 of 3: Create User

#### Set Up Username and Password

User ID

Password

Confirm Password

Password must be at least 12 characters with a maximum of 32 characters.

Password must contain:

- At least 1 digit
- At least 1 uppercase character
- At least 1 lowercase character
- At least 1 special character
- Must not have a space at the end

Note: passwords are Case Sensitive.

Examples: ^Sun\$h1nE A#c?8+Ba

#### Establish Forgotten Password Verification

Secret Question

Answer

Save and Return to Login Page

5. Create a user ID, password, and password hint/response.

## The MyApex Time Management System Main Menu

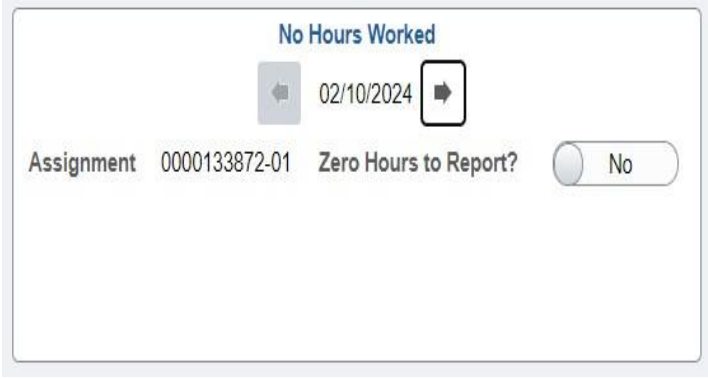
The screenshot displays the main menu of the MyApex Time Management System. It features six main navigation cards arranged in a 2x3 grid. The top-left card, titled "No Hours Worked", shows a date selector for "01/27/2024" and a message: "You have no open assignments for the current week." The top-middle card, "My Time and Expenses", includes a clock icon with a dollar sign. The top-right card, "My Pay and Taxes", features an icon of a stack of money. The bottom-left card, "Benefits", has a magnifying glass icon and lists "Benefitsolver - US" and "401K/Fidelity - US". The bottom-middle card, "Ask our Contractor Care team!", shows a speech bubble icon. The bottom-right card, "Personal Details", contains an icon of a person's profile. The entire interface is set against a light blue background.

**ATTENTION: Hours & Expenses are due into the Time Management System no later than 11:59 PM ET every Sunday**

## Reporting No Hours Worked

If you did not work hours for a specific assignment, please note this via the no hours worked tab in my apex.

To log **NO HOURS WORKED**, shift the *Zero Hours to Report* slider to “Yes.”



The screenshot shows a form titled "No Hours Worked". At the top, there is a date field with a left arrow, the date "02/10/2024", and a right arrow. Below this, there is a label "Assignment" followed by the value "0000133872-01". To the right of the assignment is the text "Zero Hours to Report?" followed by a toggle switch. The toggle switch is currently in the "No" position.

If you have multiple assignments (projects), zero hours worked can be logged for one while the other(s) have hours recorded.




## Time Entry

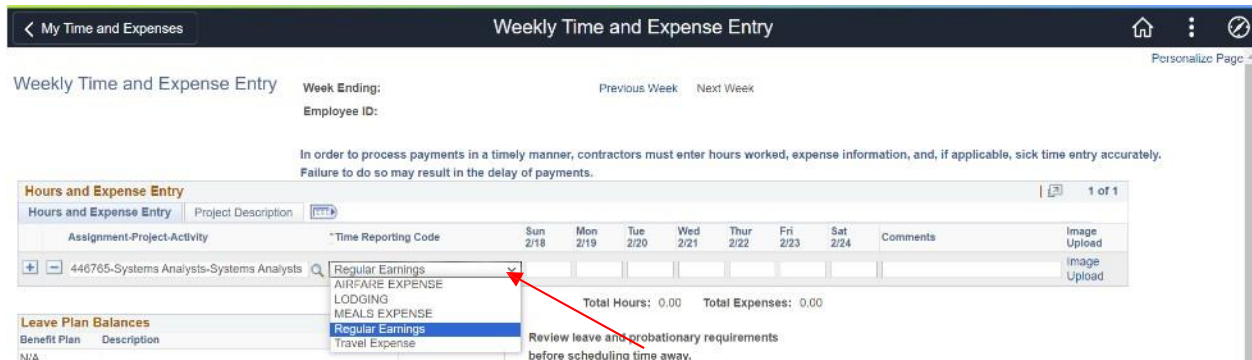
Time should be entered on a weekly basis and must be Submitted by 11:59pm ET Sunday.

There are two-time entry views possible: daily entry or punch time entry. The view is dependent on your employment type, work location and end client requirements.

### Daily Time Entry

There are 4 focus areas for daily time entry:

- Select accurate Assignment/Project/Activity combination for the worked hours. If assigned to one project, only one option will be available and will default. If assigned to multiple projects and/or activities, these options can be viewed via the .
- Select correct Time Reporting Code such as regular earnings to identify the hours being reported.
- Enter quantity of *hours per day* – for the Assignment/Project/Activity and Time Reporting Codes selected.
-   can be used to add or remove additional rows where multiple entries are needed per day.
- Comments can be added, if needed.



Weekly Time and Expense Entry

Week Ending: Previous Week Next Week

Employee ID:

In order to process payments in a timely manner, contractors must enter hours worked, expense information, and, if applicable, sick time entry accurately. Failure to do so may result in the delay of payments.

Hours and Expense Entry 1 of 1


Assignment-Project-Activity	Time Reporting Code	Sun 2/18	Mon 2/19	Tue 2/20	Wed 2/21	Thur 2/22	Fri 2/23	Sat 2/24	Comments	Image Upload
446765-Systems Analysts-Systems Analysts	Regular Earnings									Image Upload

Total Hours: 0.00 Total Expenses: 0.00

Review leave and probationary requirements before scheduling time away.

### Punch Time Entry

Allows for entry of time to the minute worked with meal and break time included.

- Select accurate Assignment/Project/Activity combination for the worked hours. If assigned to one project, only one option will be available. If assigned to multiple projects and/or activities, these options can be viewed via the .

- Select correct Time Reporting Code such as regular earnings to identify the hours being reported.
- Time should be recorded to the minute.
- Indicate what time you arrived/started (IN) and left/ended (OUT) work.
- Meals should be recorded by indicating when a meal break starts (Meal Out) and when a meal break ends (Meal In).
- When a meal is cut short or not taken, the “Partial/No Meal” check box should be selected, a reason will need to be selected from the Reason 1 or 2 drop down box.
  - *Voluntary* – indicates that it was the consultant’s decision to forgo a meal or break.
  - *Involuntary* – indicates that working through the meal or break may have been due to work demands or critical deadlines.
- “Multiday” check box should be utilized when working past midnight and thus crossing into the next day. The Multiday check box should be selected on the day on which work started.
- NOTE: The grid contains logic for some state and local requirements.

See below for entry instructions:

In order to process payments in a timely manner, contractors must enter hours worked, expense information, and, if applicable, sick time entry accurately. Failure to do so may result in the delay of payments.

Time Entry Format/Instructions

From Sunday 02/11/2024 to Saturday 02/17/2024

Time Entry	Project Details	Time Reporting Code	In	Meal Out	Meal In	Meal Out	Meal In	Out	Total	Partial/No Meal 1	Partial/No Meal Reason 1	Multiday	Comments
Sun	02/11/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings							<input type="checkbox"/>		<input type="checkbox"/>	
Mon	02/12/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings							<input type="checkbox"/>		<input type="checkbox"/>	
Tue	02/13/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings							<input type="checkbox"/>		<input type="checkbox"/>	
Wed	02/14/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings							<input type="checkbox"/>		<input type="checkbox"/>	
Thu	02/15/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings							<input type="checkbox"/>		<input type="checkbox"/>	
Fri	02/16/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings							<input type="checkbox"/>		<input type="checkbox"/>	
Sat	02/17/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings							<input type="checkbox"/>		<input type="checkbox"/>	

Total Hours: 0.00

## Punch Time Entry – For Shift Workers

Shift workers will utilize the Punch Time entry view to enter their hours worked. An additional consideration for shift workers is to indicate the appropriate Shift worked via the Time Reporting Code selected (i.e. Shift1 Hours v. Shift2 Hours, etc.)









## Basic Expense Entry




\*See expanded Expense Entry section for more details

Expenses will be entered in the daily time entry review. For those with the punch grid, the Expense and Other section will be available beneath the punch grid.

- Select accurate Assignment/Project/Activity combination the expense should be charged too. If assigned to one project, only one option will be available. If assigned to multiple projects and/or activities, these options can be viewed via the 
- Select the correct Time Reporting Code such as Meals or Mileage to identify the expense being reported.
- Enter quantity of expense per day – for the Assignment/Project/Activity and Time (expense) Reporting Codes selected.
-   can be used to add or remove additional rows where multiple entries are needed.
- Comments can be added, if needed.
-  can be used to upload expense receipts.
  - Expense receipts can also be loaded by emailing expenses with Weekly Expense Report cover sheet to [conreceipts@apexsystems.com](mailto:conreceipts@apexsystems.com)

Notes on expense entries:

- Enter dollar amount based on receipt totals for expenses such as meals, lodging, airfare.
- For mileage, enter total mileage per day.
- For per diem, enter quantity of 1 per each day.

Expenses and Other											1 of 1	
Expenses and Other		Project Description										
	Assignment-Project-Activity	*Time Reporting Code	Sun 2/4	Mon 2/5	Tue 2/6	Wed 2/7	Thur 2/8	Fri 2/9	Sat 2/10	Comments	Image Upload	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
			Total Hours: 0.00 Total Expenses: 0.00									

Certain localities require that Apex provides paid sick leave to its employees.

## Leave Plan Balances

The Leave Plan balances section shows balance of available leave time, if enrolled in a leave plan. Probationary period may apply and thus use of hours may be not viable until the probationary period has completed.

Leave Plan Balances		
Benefit Plan	Description	Hours Balance
CEESP	Contractor Enhanced Sick Plan	5.06

## Sick leave for Daily Entry:

Utilize the Time Reporting Code selection to indicate leave time vs. regular earning.

## Sick leave for Punch Time:

- Under the Expenses and Other section
- Fill out the Assignment – Project – Activity box by selecting the magnifying glass next to the field
- After you select the Assignment – Project – Activity box, you can then select the Time Reporting Code by selecting the drop down arrow
- After you select the Time Reporting Code for Contractor Sick Pay you can then enter how many hours you are requesting for the appropriate day.

The screenshot shows the 'Expenses and Other' section of a software interface. It features a table with columns for days of the week (Sun 2/11, Mon 2/12, Tue 2/13, Wed 2/14, Thur 2/15, Fri 2/16, Sat 2/17) and a 'Comments' column. A search bar contains the text '466361-Logistics Specialist-Logistics Speciali'. A dropdown menu is open, showing the selected option 'Paid Sick Time NB and NS'. Below the table, it displays 'Total Hours: 0.00' and 'Total Expenses: 0.00'.

## Certification

Upon completing time and expense entry, consultants are required to certify their timecard entries. Certification is recorded for legal and regulatory compliance purposes.

The screenshot shows a 'Certification' form with the following text: 'For each option below you must choose a) or b):'. It contains two main sections, each with two radio button options. Section 1: 'I have reviewed this time card and certify that it' with options 'a) accurately reflects all of the hours I worked this pay period; or' and 'b) does not accurately reflect all of the hours I worked this pay period, and I will report the issue to Contractor Care at 866-612-2739.' Section 2: 'I certify that the Company' with options 'a) provided me with the meal periods and/or breaks to which I am entitled on each workday reflected on this time card; or' and 'b) failed to provide me with the meal periods and/or breaks to which I am entitled, and I will report the issue to Contractor Care at 866-612-2739.' At the bottom, there are 'Save' and 'Submit' buttons, and links for 'Timecard Report', 'Expense Report', and 'View Imaged Expense Receipts'.

## Save and Submit

Time and expense entries can be Saved or Submitted.

- *Save* – allows consultant to continue editing throughout the week.
- *Submit* – will formally close the week for further entries and be sent for approval.

**\*\*\*NOTE:** Entries will be automatically moved to Submitted status at 11:59pm ET Sunday.\*\*\*

## Time Reporting Code

A time reporting code (TRC) is used to identify the type of hours and/or expenses being entered.

### Time Reporting Codes (TRC)

*Please note:* These TRC codes are used on an “as needed” basis only. If you find you need or you are missing a TRC code, please contact your local branch representative for assistance.

TRC	Description	Entry Format	TRC	Description	Entry Format
<b>HRS</b>	Hours	# of hours worked	<b>AIR</b>	Airfare	Dollar amount on receipt
<b>PD</b>	Per Diem	One unit per day	<b>MLS</b>	Meals	Dollar amount on receipt
<b>MIL</b>	Mileage	# of miles driven	<b>PHN</b>	Cell Phone	Dollar amount on bill
<b>PGP</b>	On-Call/Pager Pay	One unit per day	<b>PRK</b>	Parking	Dollar amount on receipt
<b>TRH</b>	Travel Hours	# of hours travelling	<b>SUP</b>	Office Supplies	Dollar amount on receipt
<b>LDG</b>	Lodging	Dollar amount of lodging bill	<b>TRV</b>	Travel Expenses	Dollar amount on receipt

**ATTENTION: Hours & Expenses are due into the Time Management System no later than 11:59 PM ET every Sunday**

## Time & Expense Menu

There are 4 menu options on the left navigation bar in MyApex.

- **Weekly Time and Expense Entry** – page for time and expense entry. Will default to the current week's view.
- **Weekly Timecard Report** – select to view consolidate timecard report in downloadable format.
- **Weekly Expense Report** – select to view consolidate expense report which should be used as cover sheet for expense receipt submission via email (to [conreceipts@apexsystems.com](mailto:conreceipts@apexsystems.com))
- **View Imaged Expense Receipts** – view uploaded images of expense report and receipts.

Hyperlinks at bottom of Weekly Time and Expense Entry page can also be utilized to access the reports and images notes above.

The screenshot displays the 'My Time and Expenses' interface. On the left, a navigation menu lists four options: 'Weekly Time and Expense Entry' (highlighted in green), 'Weekly Time Card Report', 'Weekly Expense Report', and 'View Imaged Expense Receipts'. The main content area shows the 'Weekly Time and Expense Entry' page for the week ending 02/10/2024. It includes a table for 'Hours and Expense Entry' with columns for days of the week and a 'Comments' column. Below the table, there are sections for 'Leave Plan Balances' and 'Certification'. At the bottom of the main content area, there are three hyperlinks: 'Timecard Report', 'Expense Report', and 'View Imaged Expense Receipts'. A blue arrow points from the 'Weekly Time and Expense Entry' menu item to the 'Timecard Report' link, and another blue arrow points from the 'Weekly Time and Expense Entry' menu item to the 'Expense Report' link.

## Weekly Timecard Report

The Weekly Timecard Report will provide the user a timecard by choosing desired weekending date. Your timecard reports can be saved as PDF or printed from this view as well.

### Example Weekly Timecard



#### Contractor Weekly Time Card

Apex ID: Placement:

Name: Customer:

For The Period: 2/11/2024 Through 2/17/2024

Date	Description	Qty/Amt	Comments	Billable	Time Status	Time Approver	Date Approved
2/12/2024	Regular Earnings	8.00		Y	Approved	Daniel Vaughn	3/6/24
2/12/2024	LODGING	150.00		Y	Approved	Daniel Vaughn	3/6/24
2/13/2024	Regular Earnings	9.00		Y	Approved	Daniel Vaughn	3/6/24
2/14/2024	Regular Earnings	10.00		Y	Approved	Daniel Vaughn	3/6/24
2/15/2024	Regular Earnings	8.50		Y	Approved	Daniel Vaughn	3/6/24
2/16/2024	Regular Earnings	8.75		Y	Approved	Daniel Vaughn	3/6/24

#### Summary

Description	Qty/Amt	Billable
Regular Earnings	44.25	Y
LODGING	150	Y

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

Customer Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

*The information above is only valid as of the date and time of this report and may be subject to change.*

Report Date Time: 3/25/2024 12:34:03 PM

## Weekly Expense Report


The Weekly Expense Report will show an expense report by choosing desired weekending date. Expense reports can be saved as PDF or printed from this view as well.




### Recording Expenses

Expenses should be entered weekly and submitted by 11:59pm ET Sunday. Most expense entries will require a receipt to validate the expense requested. There are two entry methods for receipt submission: Image Upload link or email to [conreceipts@apexsystems.com](mailto:conreceipts@apexsystems.com).

### Expense Entry

Expenses will be entered in the daily time entry review. For those with the punch grid, the Expense and Other Earnings section will be available beneath the punch grid.

- Select accurate Assignment/Project/Activity combination the expense should be charged too. If assigned to one project, only one option will be available. If assigned to multiple projects and/or activities, these options can be viewed via the 
- Select the correct Time Reporting Code such as Meals or Mileage to identify the expense being reported.
- Enter quantity of expense per day – for the Assignment/Project/Activity and Time Reporting Codes selected.

-   can be used to add or remove additional rows where multiple entries are needed.
- Comments can be added, if needed.
-  can be used to upload expense receipts.
  - Expense receipts can also be loaded by emailing expenses with Weekly Expense Report cover sheet to [conreceipts@apexsystems.com](mailto:conreceipts@apexsystems.com)

Notes on expense entries:

- Enter dollar amount based on receipt totals for expenses such as meals, lodging, airfare.
- For mileage, enter total mileage per day.
- For per diem, enter quantity of 1 per each day.

Weekly Time and Expense Entry    Week Ending: 02/10/2024    Previous Week    Next Week  
 Employee ID: Project Manager - BA

In order to process payments in a timely manner, contractors must enter hours worked, expense information, and, if applicable, sick time entry accurately. Failure to do so may result in the delay of payments.



Hours and Expense Entry											1-5 of 5
Hours and Expense Entry	Project Description	Time Reporting Code	Sun 2/4	Mon 2/5	Tue 2/6	Wed 2/7	Thur 2/8	Fri 2/9	Sat 2/10	Comments	Image Upload
432743-Project Manager - BA-Project Manager - BA	Regular Earnings				8.00	8.00	8.00	8.00			Image Upload
432743-Project Manager - BA-Project Manager - BA	AIRFARE EXPENSE			300.00							Image Upload
432743-Project Manager - BA-Project Manager - BA	LODGING								500.00		Image Upload
432743-Project Manager - BA-Project Manager - BA	MEALS EXPENSE			40.00	50.00	45.00	60.00	55.00	30.00		Image Upload
432743-Project Manager - BA-Project Manager - BA	Travel Expense								70.00	parking	Image Upload

Total Hours: 32.00    Total Expenses: 1150.00

## Receipt Submission

There are two receipt submission options:

### Option 1: Image Upload

- Utilizing the “Image Upload” link 
- Email Expense Report and attached receipts to [conreceipts@apexsystems.com](mailto:conreceipts@apexsystems.com)
- Select the link  at the end of the expense entry line.
- Click *Choose File* button
- Select appropriate receipt image file.
- Click Upload.
- To view expense report and images, click the “View Imaged Expense Receipts” link



NOTE: It will take roughly 20 minutes for the file to load and be fully accessible.

The screenshot displays the 'Hours and Expense Entry' web application. At the top, there's a header with 'Hours and Expense Entry' and 'Project Description'. Below this is a table with columns for days of the week (Sun 2/11 to Sat 2/17) and 'Comments'. A row is filled with '432743-Project Manager - BA-Project Manag', 'AIRFARE EXPENSE', and '500'. Below the table, there are sections for 'Leave Plan Balances', 'Certification', and 'Total Hours: 0.00 Total Expenses: 0.00'. A 'File Attachment' dialog box is open, showing 'Choose File' and 'No file chosen' options, with 'Upload' and 'Cancel' buttons. At the bottom, there are links for 'Timecard Report', 'Expense Report', and 'View Imaged Expense Receipts'.

## Option 2: Email Receipt Images

- Via left menu selections, click on “Weekly Expense Report”
- Selection the “View Expense Report hyper link to review and download expense report coversheet.
- Place receipt as the next page(s) behind expense report coversheet. There should be one complete file. Not separate files for each receipt.
- Save file as PDF.
- Send email to [conreceipts@apexsystems.com](mailto:conreceipts@apexsystems.com) attaching expense report with included receipt pages.
- To view expense report and images, click the “View Imaged Expense Receipts” link

NOTE: It will take roughly 20 minutes for the file to load and be fully accessible.

## My Pay

### Reviewing Payment, Direct Deposit,

Use the My Pay section to review and update your payroll information

### View Paycheck

Use this link to review a PDF of a check



### Example Paycheque:

Use the My Pay Info section to review and update your payroll information

### My Pay Info > View Paycheck

Use this link to review a PDF of a check



### Example Paycheck:

Apex Systems, Inc.		Pay Group: CCN-Canada ARI CCN			
Toronto ON M5H 3Y4		Pay Begin Date: 11/12/2017			
		Pay End Date: 11/18/2017			
JOHN SMITH 123 MAIN STREET SPRINGFIELD, BC		Employee ID: 1234567			
		Department: CONT-CE			
		Location: Vancouver - LS			
		Job Title: QA Auditor/Monitor			
		Pay Rate: \$0.00 Monthly			
		TA: Net			
		Spel			
		Add			
		Add			
HOURS AND EARNINGS					
Description	Rate	Current		YTD	
		Hours	Earnings	Hours	Earnings
Vacation Pay @ 4%			43.25		43.25
Canada Statutory Pay 1.5	30.000000	8.00	240.00	8.00	240.00
Shift Hours	20.000000	22.25	445.00	75.85	1,680.00
Shift Hours	25.000000	13.60	340.00		0.00
Shift OT	56.250000	1.00	56.25	3.00	168.75



## Direct Deposit

- Update your banking information:
- Select the + to add an account.
- Then select from the three deposit types:
  - Amount
  - Percentage
  - Balance of Net Pay
- Enter the Bank ID and Branch ID
- “Save” entry

**Direct Deposit**  
**Add Direct Deposit**  
Apex Contractor

**Your Bank Information**

Bank ID  [Paycheque Availability](#)

Branch ID

**Distribution Instructions**

Account Number

Retype Account Number

\*Account Type

\*Deposit Type

Amount or Percent

\*Deposit Order  (Example: 1 = First Account Processed)

**Submit**

\* Required Field  
[Return to Direct Deposit](#)

### Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	<input type="text"/>	Direct Deposit	<input type="text"/>	XXXXXX84 <input type="text"/>	Checking	\$700.00 >
Last	<input type="text"/>	Direct Deposit	<input type="text"/>	XXXXXX92 <input type="text"/>	Checking	Remaining Balance >

\*\*\*IF YOU ONLY HAVE ONE ACCOUNT ITS BEST TO SELECT BALANCE OF NET PAY\*\*\*

**Please make all changes required before saving.**

## My Personal Info

### Updating Personal Information

Use the *My Personal Info* section to view personal information. Some updates must be made through the Contractor Care Team.

### View Personal Information

View your address, phone number, and email on file.

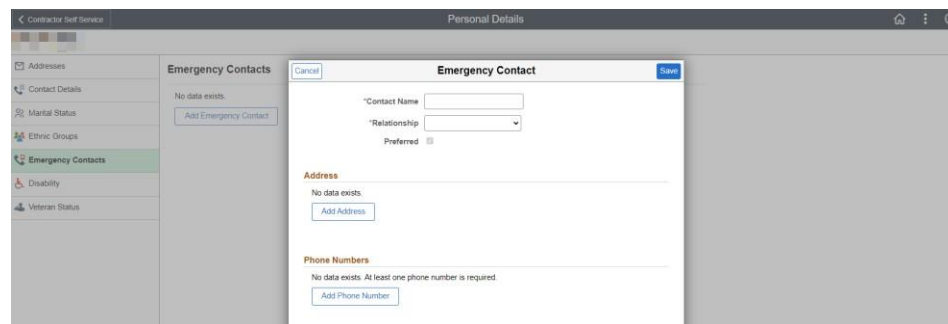
Contact Contractor Care to update this information:

866-612-2739 • [contractorcare@apexsystems.com](mailto:contractorcare@apexsystems.com)



### Emergency Contacts

View and update your emergency contacts



### Disability Status

Change your disability status

- Select radial button
- Click Save
- Selection must be made before you exit the page



**Disability Status**

Empl ID **1234567**

Please check the appropriate box that applies

Yes, I have a disability (or previously had a disability)

No, I don't have a disability

I do not wish to answer

**Why are you being asked to provide this information?**

Because we do business with the government, we must reach out to, hire and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way. If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: Blindness, Deafness, Cancer, Diabetes, Epilepsy, Autism, Cerebral palsy, HIV/AIDS, Schizophrenia, Muscular dystrophy, Bipolar disorder, Major depression, Multiple sclerosis (MS), Missing limbs or partially missing limbs, Post-traumatic stress disorder (PTSD), Obsessive compulsive disorder, Impairments requiring the use of a wheelchair, Intellectual disability (previously called mental retardation).

**Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligation of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp) PUBLIC BURDEN STATEMENT. According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

By entering and saving data on this page, you acknowledge you have read and understood the above attachments.

Save

Add Update/Display

## Personal Data Updates

Add or update gender, marital status, or ethnic group

- Use the drop-down menus to select updated information
- Click Save

**Personal Data Updates**

Employee Name **Consultant Name** Empl ID **1234567**

Update your Personal Information as desired

Gender **Female**

Marital Status **Married** As Of: 02/02/2021

Military Status **Not a Veteran**

Empl ID	Regulatory Region	Ethnic Group	Description	Primary Indicator for Multiple
1 1234567	USA	BLACK	Black/African American	<input type="checkbox"/>

Personalize Find 1 of 1 First Last

Save Add Update/Display

For US Employees Only: Apex Systems complies with government regulations and affirmative action responsibilities. Government agencies require periodic reports on the sex, ethnicity, race, and veteran status of applicants and employees. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. Submission of this information is completely voluntary and refusal to provide the information will not subject the applicant to any adverse treatment.

PLEASE NOTE THAT ALL DATA RECORDS ARE KEPT IN A CONFIDENTIAL FILE AND ARE NOT A PART OF YOUR APPLICATION OR PERSONNEL FILE.

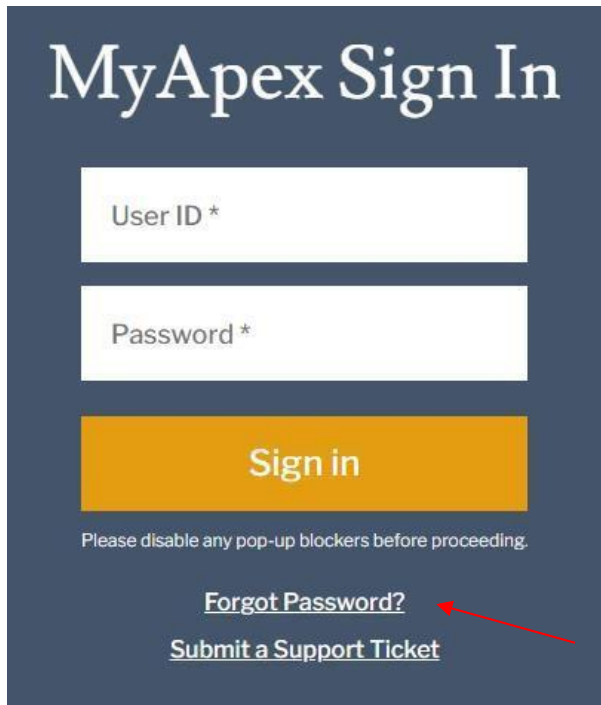
By entering and saving data on this page you acknowledge you have read and understood the above statements.

## Forgot Password:

To reset your password if you forgot it, follow these steps:

1. Click Forgot Password? link





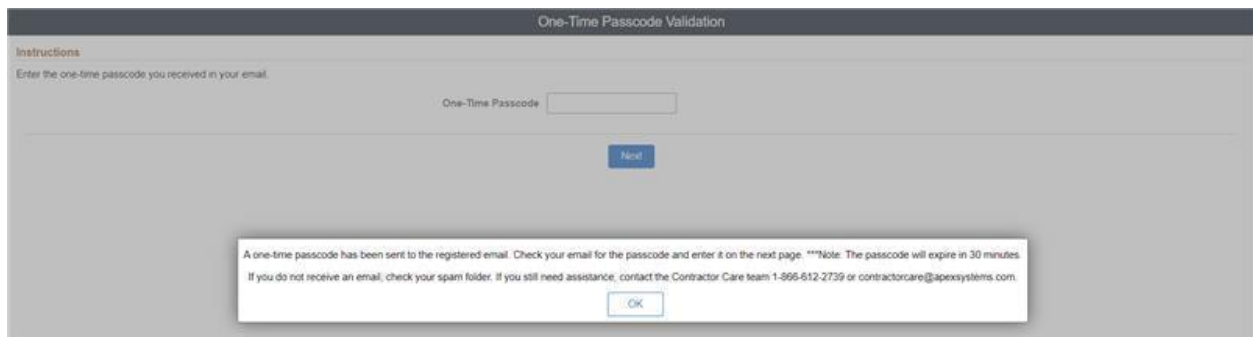
The image shows the MyApex Sign In interface. It features a dark blue background with white text. At the top, the title "MyApex Sign In" is displayed in a large, white, serif font. Below the title are two white input fields: "User ID \*" and "Password \*". A prominent orange "Sign in" button is centered below the fields. Underneath the button, a small message reads "Please disable any pop-up blockers before proceeding." At the bottom, there are two links: "Forgot Password?" and "Submit a Support Ticket". A red arrow points to the "Forgot Password?" link.

## 2. Enter your user ID (logon ID)



The image shows the "Forgot Password" screen. The title "Forgot Password" is centered at the top. Below it, the word "Instructions" is followed by the text "Please enter the following information for validation:". There is a "User ID" input field with a "Forgot my User ID" link below it. A blue "Next" button is centered at the bottom of the form area.

## 3. Once you click Next, a one-time passcode will be sent to your email on file.



The image shows the "One-Time Passcode Validation" screen. The title "One-Time Passcode Validation" is centered at the top. Below it, the word "Instructions" is followed by the text "Enter the one-time passcode you received in your email:". There is a "One-Time Passcode" input field. A blue "Next" button is centered below the field. At the bottom, there is a white notification box with the following text: "A one-time passcode has been sent to the registered email. Check your email for the passcode and enter it on the next page. \*\*\*Note: The passcode will expire in 30 minutes. If you do not receive an email, check your spam folder. If you still need assistance, contact the Contractor Care team 1-866-612-2739 or contractorcare@apexsystems.com." An "OK" button is centered at the bottom of the notification box.

4. Enter the passcode into the code field. If the one-time passcode is valid, you progress to the next page

**One-Time Passcode Validation**

**Instructions**  
Enter the one-time passcode you received in your email.

One-Time Passcode

[Next](#)

Forgot your MyApex Password -- One-Time Passcode

 no-reply@apexsystems.com  
Te Retention Policy: Inbox - 180 Days (6 months)

Expires: 9/16/2024

Wed 3/20/2024 1:55 PM

 Reply  Reply All  Forward 

**Answer Secret Question**

**Instructions**  
Please enter the following information for validation.

User ID

Email Address

Question: What city were you born in?

Response

[Next](#)

Please do not reply to this message as this inbox is not monitored.

**Contractor Care**  
[ContractorCare@apexsystems.com](mailto:ContractorCare@apexsystems.com)  
1-866-612-2739  
Monday-Thursday 8a - 6p EST  
Friday 8a - 8p EST  
Saturday-Sunday Emails monitored

5. Enter the response to the password hint question, and click Next
6. If the answer is correct, you proceed to the next page, where you can set a new password

**Change Password**

**Instructions**  
Please enter the following information for validation.

New Password

Confirm Password

Password must be at least 12 characters with a maximum of 32 characters.

Password must contain:

- At least 1 digit
- At least 1 uppercase character
- At least 1 lowercase character
- At least 1 special character
- Must not have a space at the end

Note: passwords are Case Sensitive.

Examples: \*Sun!n1nE Arc78+Ba

[Update password](#)

## Forgot Your User ID:

1. Click the “I forgot my User” ID link



Forgot Password

Instructions  
Please enter the following information for validation.

User ID

[I forgot my User ID](#)

Next

2. Enter your email address



Forgot my Username

Instructions  
Please enter the following information for validation.

Email Address

Next

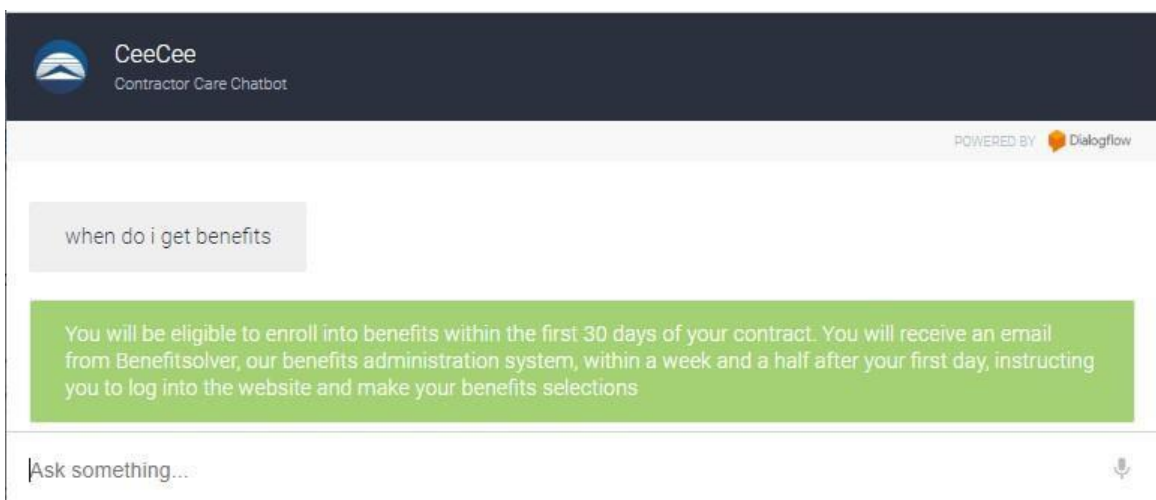
3. If the address is valid, you will receive an email to that email address with a one-time password. ***This password must be used within 10 minutes.***
4. Upon entry, you will need to answer the secret question (password hint) and then set up a new password

## Questions?

Click the tile to ask the chatbot for information.

### Ask CeeCee, the Contractor Care Chatbot

Type in your question and receive answers to frequently asked questions.



CeeCee  
Contractor Care Chatbot

POWERED BY Dialogflow

when do i get benefits

You will be eligible to enroll into benefits within the first 30 days of your contract. You will receive an email from Benefitsolver, our benefits administration system, within a week and a half after your first day, instructing you to log into the website and make your benefits selections

Ask something...

## Required Government Notices

Review Labor Law postings by Providence by clicking on the link below:

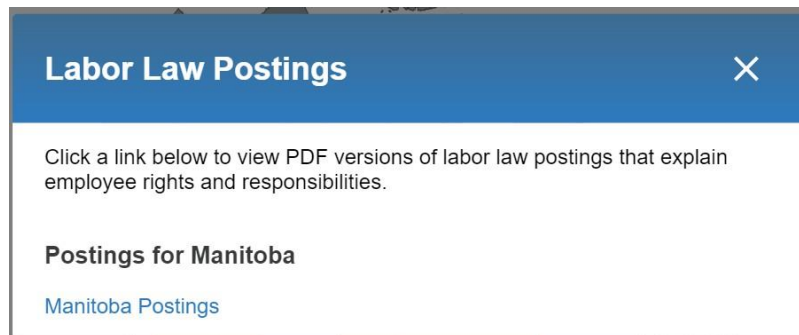
GovDocs Inc. | Internet  
Poster Program



Click on each PDF file  
to display information

### Click applicable Providence to view

Labor Law Postings will be displayed for the Providence selected.



## Frequently Asked Questions

**Q. Where can I find my Consultant ID?**

A. Your Consultant ID can be found in your MyApex Welcome email which will be received during your first week of work or by contacting the Contractor Care team.

**Q. When are my hours and expenses due within the MyApex?**

A. All hours and expenses are due no later than 11:59 PM (ET) every Sunday.

**Q. I have created my account and logged in, but the system is stating I do not have any active assignments. What should I do?**

A. This generally means our system upload has not occurred or is in progress. Contact the Contractor Care team to inquire about the status or check back again later.

**Q. What else can I do within the MyApex?**

A. The system has many helpful features. You can:

- Access the MyApex Contract Employee Portal
- Enter hours/expenses (if applicable) worked
- Set up, view, and update direct deposit information
- View paychecks
- Update some personal information

**Q. I am following the instructions and entering all my information, but I am still having trouble creating my account or entering my hours. Who can I call to assist me?**

A. If you run into any issues, such as problems with the site or forgotten passwords, please reach out to:

**Contact Contractor Care**

**Phone:** 866-612-2739

**Email:** [contractorcare@apexsystems.com](mailto:contractorcare@apexsystems.com)

**Hours:** Monday – Thursday 8:00 A.M. EST – 6:00 P.M. EST

Friday: 8:00 A.M. – 8:00 P.M. EST

Saturday – Sunday: Emails are monitored