



# MyApex Time Management System: Client Guide

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## **Overview of the MyApex Time Management System:**

Welcome! The MyApex Time Management system can be utilized to manage Apex resource time and expenses weekly.


- Available uses for MyApex include:
- Review and Approve contract resource time and expenses
- Generate basic queries of time and expenses
- Assign alternate time approvers

Let's get started!

## Registering for a New User ID and Password

1. You will receive two (2) emails from Apex in order to set up your MyApex account. Click on Apex Registration Link found in the “Your MyApex Account” email.

### Your MyApex Account

 no-reply@apexsystems.com  
To  
Retention Policy | Inbox - 180 Days (6 months)  
 ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

  Reply  Reply All  Forward

Expires 9/24/2024



Hello Luke Skywalker,

The account set-up process has been initiated for your Time Approver account for Apex Systems. To complete the process, click the link below and follow the registering your user ID and creating your account:

[Apex Registration Link](#)

Your Time Approver ID: TA44363


Do not forward this email, as this registration link is private and unique to you. The link will expire in 7 days. If you have not completed your registration before you will need to request a new one by contacting the Contractor Care team at 1-866-612-2739 or [ContractorCare@apexsystems.com](mailto:ContractorCare@apexsystems.com).

By completing this verification process, you can quickly and easily:

- Manage Time and Expenses
- Assign Alternate Time Approvers

2. Utilize the one time pass code found in the “One-Time Passcode for your MyApex User Account” email.

### One-Time Passcode for your MyApex User Account

 no-reply@apexsystems.com  
To  
Retention Policy | Inbox - 180 Days (6 months)  
 ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

  Reply  Reply All  Forward

Expires 9/24/2024



Hello Luke,

Here is your one-time passcode:

300140

Please enter this passcode on the registration verification page to proceed. This code will expire in 30 minutes. If registration is not complete within that time, click the registration link you received previously to re-start the registration process.

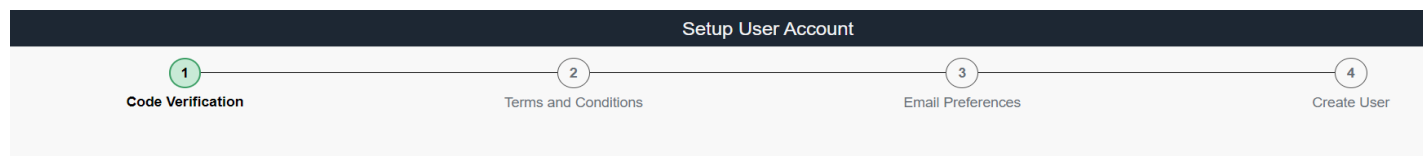
**Please do not reply to this message as this inbox is not monitored.**

Contractor Care

[ContractorCare@apexsystems.com](mailto:ContractorCare@apexsystems.com)  
1-866-612-2739

## MyApex Time Management System: Client Guide

- Utilize the one time pass code found in the “One-Time Passcode for your MyApex User Account” email.



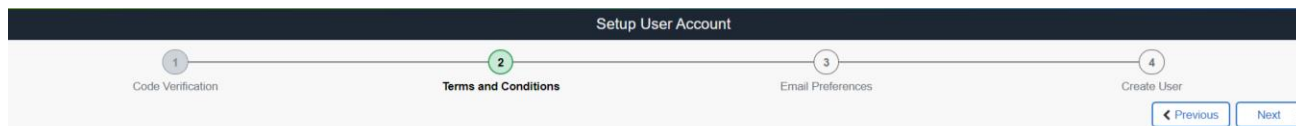
### Step 1 of 4: Code Verification

#### Instructions

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

One-Time Passcode

- Agree to Terms and Conditions



### Step 2 of 4: Terms and Conditions

Company references in this document refer to Apex Systems.

By using this Web site, owned and operated by the Company, you agree to the following Terms and Conditions. If you do not agree with these Terms and Conditions, do not use this Web site. Any unauthorized use or access to the following Web site, or computer systems, is strictly prohibited and is a criminal violation.

You should assume that everything you see or read on this Web site is copyrighted unless otherwise noted, and may not be used except as provided in these Terms and Conditions without the written permission of the Company. While the Company uses reasonable efforts to include accurate and up to date information in the Web site, the Company makes no warranties or representations as to its accuracy. The Company assumes no liability or responsibility for any errors or omissions in the content of the Web site.

Any trademarks, logos, and service marks (collectively the "Trademarks") displayed on the Web site are registered and unregistered Trademarks of the Company. Nothing contained on the Web site should be construed as granting, by implication, estoppel, or otherwise, any license or right to use any Trademark displayed on the Web site without the written permission of the Company. Your misuse of the Trademarks displayed on the Web site, or any other content on the Web site, except as provided in these Terms and Conditions, is strictly prohibited. You are also advised that the Company will aggressively enforce its intellectual property rights to the fullest extent of the law, including the seeking of criminal prosecution.

Information entered into this Web site directly impacts temporary worker paychecks and client invoices. The Company reserves the right to review and approve or reject any or all data entered. Final approval of expense items is dependent on submittal of receipts documenting the expenditure. When you input or update hours and expenses and click "save" you are certifying the accuracy and validity of those transactions. As well, you agree that you will approve all hours worked by individual temporary workers, regardless of any dispute over the Company's right to invoice for such hours worked.

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. 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

## 5. Set Email Preferences

Setup User Account

1  
Code Verification

2  
Terms and Conditions

3  
Email Preferences

4  
Create User

[Next >](#)

---

Email fadams@apexsystems.com

If you do **not** wish to receive the following email notifications, slide the Opt Out button to Yes.  
If you set the Opt In button to Yes, you will receive email notifications for that email type.  
Click the Save button when done.

Email type	Opt Out	Opt In	Email Frequency
Notify on consultant activity	<input type="radio"/> No	<input checked="" type="radio"/> Yes	Immediately <span style="font-size: small;">?</span>
Approve consultant timesheets	<input type="radio"/> No	<input checked="" type="radio"/> Yes	Immediately <span style="font-size: small;">?</span>

**Approver Type**

**NOTE:** Only the **Primary Approver** will receive emails to approve consultant timesheets.

## 6. Create User ID and set Password as well as establish Secret Question.

Setup User Account

1  
Code Verification

2  
Terms and Conditions

3  
Email Preferences

4  
Create User

Email Address fadams@apexsystems.com

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#c78+Ba

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**Establish Forgotten Password Verification**

Secret Question

Answer

[Complete Registration](#)

## Logging in

Enter *User ID* and *Password*

Reminders:

- User ID was set up in Registration process
- Can utilize the Forgot Password? link, if necessary

**APEX SYSTEMS**

### MyApex Sign In

User ID \*

Password \*

**Sign in**

Please disable any pop-up blockers before proceeding.

[Forgot Password?](#)

[Submit a Support Ticket](#)

#### Consultants

For more information on time and expense entry, new features, troubleshooting tips, and more, please visit our FAQ page.

[FAQs](#)

#### Hiring Managers

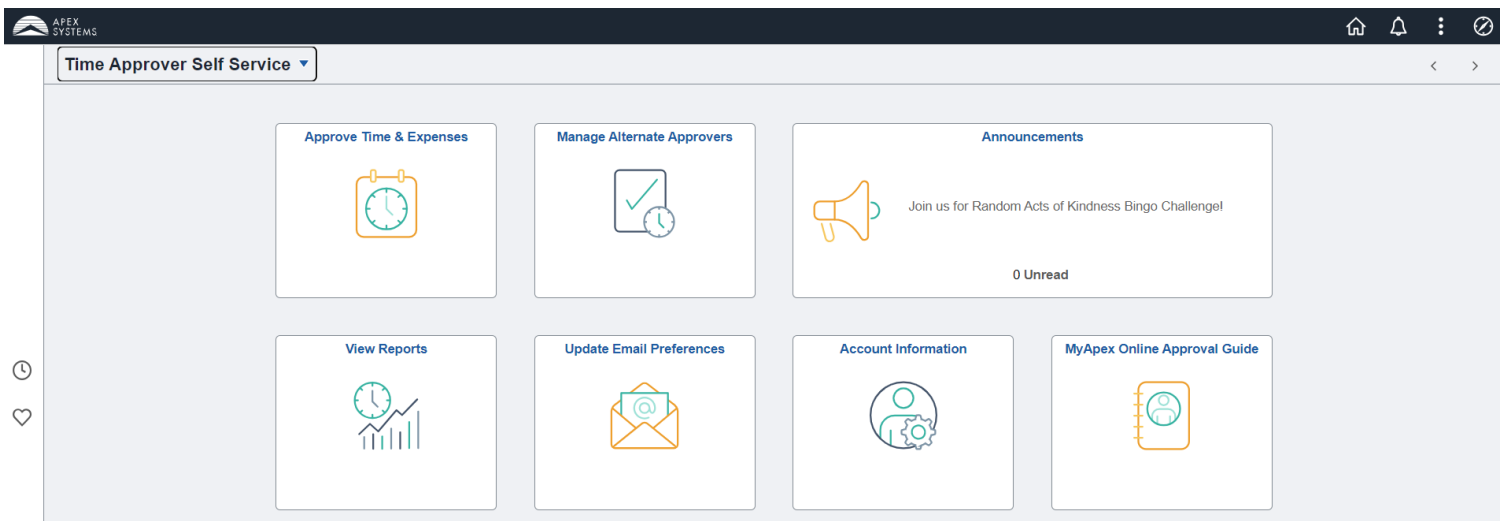
For more information on time and expense approval, reporting, new features, troubleshooting tips, and more, please visit our FAQ page.

[FAQs](#)

## Homepage Navigation

From the homepage, you will have the ability to:

- **Approve Time & Expenses** for contract resources
- Create, assign and **Manage Alternate Approvers**
- **View Reports** related to time and expenses
- Update **Email Preferences** including email approval option
- Manage **Account Information**
- Access the **MyApex Online Approval Guide**
- View **Announcements**





## Approve Time & Expenses

To approve time and expenses, follow these steps:

1. Click on the **Approve Time & Expenses** tile.
2. You will enter the summary view for managing contract resource Time & Expense.
3. Time can be approved within the summary view or through the timecard detail option.



### Option 1: Approve via Summary View

The summary view will allow time approval for multiple resources over multiple weeks.

- Use the **Timecard Inquiry** area to set your search parameters.
- Can pull one or all consultants over a specific date range.
- Use the **Select check box** to take approval action.
- Click on **Timecard Detail** to access daily breakdown.

Manage consultant time and expenses

Enter your search criteria and click on the Retrieve Timecards button to bring up a list of time sheets to review. You can approve all time cards in the list by clicking on the Approve All button or just approve selected time cards by clicking on the Approve Selected button.

Total Timecards Displayed: 219      Total Unapproved Timecards: 201

**Timecard Inquiry**

Consultant Name:       From Date: 02/04/2024           

Approval Status:       Thru Date: 02/10/2024

Select	Week Ending	Apex ID	Consultant Name	Project	Description	Hours	Expenses	Time Status	Approval Status	Timecard Detail	Punch Detail
<input type="checkbox"/>	02/10/2024	13502103	Abadie,Jessie Elizabeth	000000000006958	Epic-Content Mod-US FY23	40.00	0.00	Approved	Approved	<input type="button" value="Timecard Detail"/>	<input type="button" value="Punch Detail"/>
<input type="checkbox"/>	02/10/2024	11469611	Abuliti,Faruke	000000000006958	Epic-Content Mod-US FY23	40.00	0.00	Approved	Approved	<input type="button" value="Timecard Detail"/>	<input type="button" value="Punch Detail"/>

### Tip: Setting Filters

The filters are designed to remember your preferences, so they will stick from one session to the next. Set your filters broad to ensure the largest amount of data is visible, then narrow searches from there.

## Option 2: Approve by Day

Select *Timecard Detail* to view, approve and/or override the daily breakdown of time and expense entry for a specific consultant.

- Approve each day individually using the Client Approval **drop-down boxes**; or as a group using the **Approve All** button
- If a discrepancy is found: Check the **Override** box and enter the correct number of hours to approve
- Enter comments in the **Comments** box and check the **Request Review** box to send a note to the representative handling your contractor's payroll.
- Make sure to click the **Save Changes** button after completing an action in the detail screen.
- Expense receipts can be reviewed by clicking the View Expense Receipts link



### Time & Expense Details

Enter a criteria and click on the Retrieve Timecards button to bring up a list of time sheets to approve or drill down to details for each. You can approve all time cards in the list by clicking on the Approve all button or just approve selected time cards by clicking on the Approve Selected button.

Week Ending: 02/10/2024 Consultant: Dehoyos, Eric M Apex ID: 13274410  
 Project: 00000000006958 Epic-Content Mod-US FY23

From Sunday 02/04/2024 to Saturday 02/10/2024

Date Worked	Time Reporting Code	Activity	Quantity Submitted	Quantity Approved	Apex Quantity	Override	*Client Approval	Comments	Apex Approved	Request Review
02/05/2024	Regular Earnings	ENG_EXEC	8.00	0.00	0.00	<input type="checkbox"/>	Approved		<input type="checkbox"/>	<input type="checkbox"/>
02/06/2024	Regular Earnings	ENG_EXEC	8.00	0.00	0.00	<input type="checkbox"/>	Approved		<input type="checkbox"/>	<input type="checkbox"/>
02/07/2024	Regular Earnings	ENG_EXEC	8.00	0.00	0.00	<input type="checkbox"/>	Approved		<input type="checkbox"/>	<input type="checkbox"/>
02/08/2024	Regular Earnings	ENG_EXEC	8.00	0.00	0.00	<input type="checkbox"/>	Approved		<input type="checkbox"/>	<input type="checkbox"/>
02/09/2024	Contractor Holiday Worked	ENG_EXEC	8.00	0.00	0.00	<input type="checkbox"/>	Approved		<input type="checkbox"/>	<input type="checkbox"/>
02/08/2024	Mandatory Training Hours	ENG_EXEC	0.00	0.00	1.00	<input type="checkbox"/>	Unapproved		<input type="checkbox"/>	<input type="checkbox"/>

Approve All Save Changes

Return to Summary View All Approvers View Expense Receipts Punch Detail

For resources that are required to enter time to the minute, the **Punch Detail** can be selected to review the full breakdown of time entry.

Weekly Punch Time Week Ending: 02/10/2024 Employee ID: 11614941 Technical Support Specialist

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 02/04/2024 to Saturday 02/10/2024

Day	Date	Project and Activity	TRC	In	Meal Out	Meal In	Meal Out	Meal In	Out	Total	Partial/No Meal 1	Partial/No Meal Reason 1	Partial/No Meal 2	Partial/No Meal Reason 2	MultiDay	Comments
Sun	02/04/2024	468923-Microsoft-Minecraft FY24-Engagement Execution	HRS								<input type="checkbox"/>		<input type="checkbox"/>			
Mon	02/05/2024	468923-Microsoft-Minecraft FY24-Engagement Execution	HRS	8:00AM	12:00PM	1:00PM			5:00PM	8.00	<input type="checkbox"/>		<input type="checkbox"/>			
Tue	02/06/2024	468923-Microsoft-Minecraft FY24-Engagement Execution	HRS	8:00AM					5:00PM	9.00	<input checked="" type="checkbox"/>	INVOLUNTARY	<input type="checkbox"/>			Test
Wed	02/07/2024	468923-Microsoft-Minecraft FY24-Engagement Execution	HRS	8:00AM	11:30AM	12:00PM			5:00PM	8.50	<input checked="" type="checkbox"/>	PARTIAL-VOL	<input type="checkbox"/>			
Thu	02/08/2024	468923-Microsoft-Minecraft FY24-Engagement Execution	HRS								<input type="checkbox"/>		<input type="checkbox"/>			
Fri	02/09/2024	468923-Microsoft-Minecraft FY24-Engagement Execution	HRS								<input type="checkbox"/>		<input type="checkbox"/>			
Sat	02/10/2024	468923-Microsoft-Minecraft FY24-Engagement Execution	HRS								<input type="checkbox"/>		<input type="checkbox"/>			

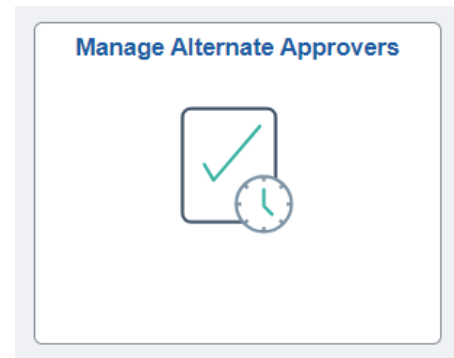
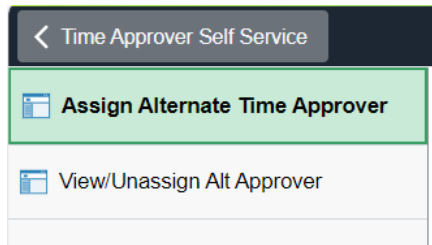
Total Hours: 25.50

## Manage Alternate Approvers

Click on the **Manage Alternate Approvers** tile.

You will have two options from here:

1. *Assign Alternate Time Approvers* to a resource(s)
2. *View/Unassign Alt Approvers* to a resource(s)



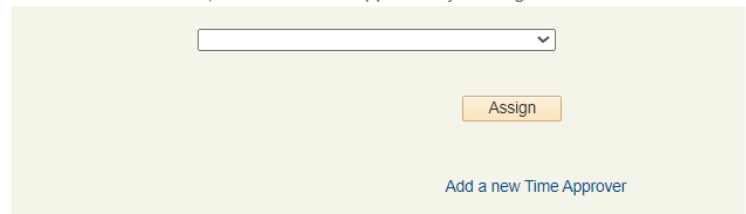
Assign an *existing* Alternate Time Approver using the drop-down menu and click *Assign*, or

Add a *new* Alternate Time Approver by clicking on *Add a new Time Approver* and completing the form.



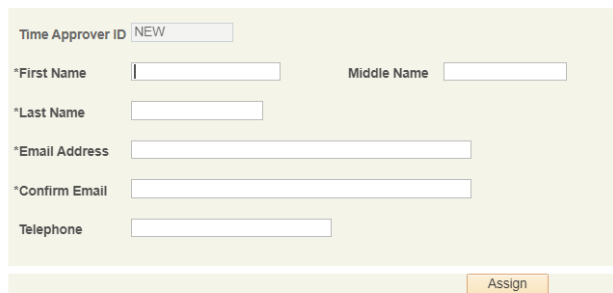
### Select Alternate Time Approver

Select a time approver from the list. If you do not find the person in the list, add a new time approver by clicking the link below.

A form with a light green background. It features a white drop-down menu at the top. Below the menu is an orange button labeled 'Assign'. At the bottom right, there is a blue link that says 'Add a new Time Approver'.

### Alternate Time Approver Information

Enter your alternate time approver's contact information. Once you have completed this page, the new time approver will be sent an email with instructions to register their User ID. Please note that the time approver set-up is not complete until you select consultants for the time approver on the next page. Do not close your browser until you have completed the two-part set-up process.

A form with a light green background. It has several input fields: 'Time Approver ID' with 'NEW' in a grey box, '\*First Name', 'Middle Name', '\*Last Name', '\*Email Address', '\*Confirm Email', and 'Telephone'. At the bottom right, there is an orange button labeled 'Assign'.

A Time Approver ID will populate once the information is entered, and *Assign* is selected.

## MyApex Time Management System: Client Guide

Once your alternate time approver has been selected or created, you will be redirected to a screen listing all available contract resources the alternate can be attached too.

Simply click the boxes next to the consultant's name and click Save.



### Assign Consultant to Alternate Time Approver

Assign a consultant to an alternate time approver by clicking on the check box. To unassign, simply uncheck the box. Click on Save when done. Please note that the time approver set-up is not complete until you have selected consultants for the time approver. Do not close your browser until you have completed this page.

You are assigning consultants to - Amanda Inman		Change Alternate Selection
Consultant	Placement ID	To Assign
Miriam Rangel	0000127407-01	<input type="checkbox"/>
Michelle Mauricio	0000130153-01	<input type="checkbox"/>
Matthew Phillips	0000130208-01	<input type="checkbox"/>
Blake Vakili	0000130211-01	<input type="checkbox"/>
Matthew Medina	0000130313-01	<input type="checkbox"/>

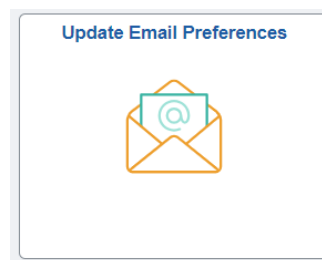
Resources can be unassigned in a similar manner via the View/Uassign Alt Approver area.

## Update Email Preferences

Click on the Update Email Preferences tile.

Will be able to select preferences for email receipt of:

- Notify on consultant activity
- Approve consultants timesheets



← Time Approver Self Service
Update Email Preferences

**Email**

If you do **not** wish to receive the following email notifications, slide the Opt Out button to Yes.  
If you set the Opt In button to Yes, you will receive email notifications for that email type.  
Click the Save button when done.

Email type	Opt Out	Opt In	Email Frequency
Notify on consultant activity	<input type="radio"/> No	<input checked="" type="radio"/> Yes	Immediately <span style="float: right; font-size: 0.8em;">i</span>
Approve consultant timesheets	<input type="radio"/> No	<input checked="" type="radio"/> Yes	Immediately <span style="float: right; font-size: 0.8em;">i</span>

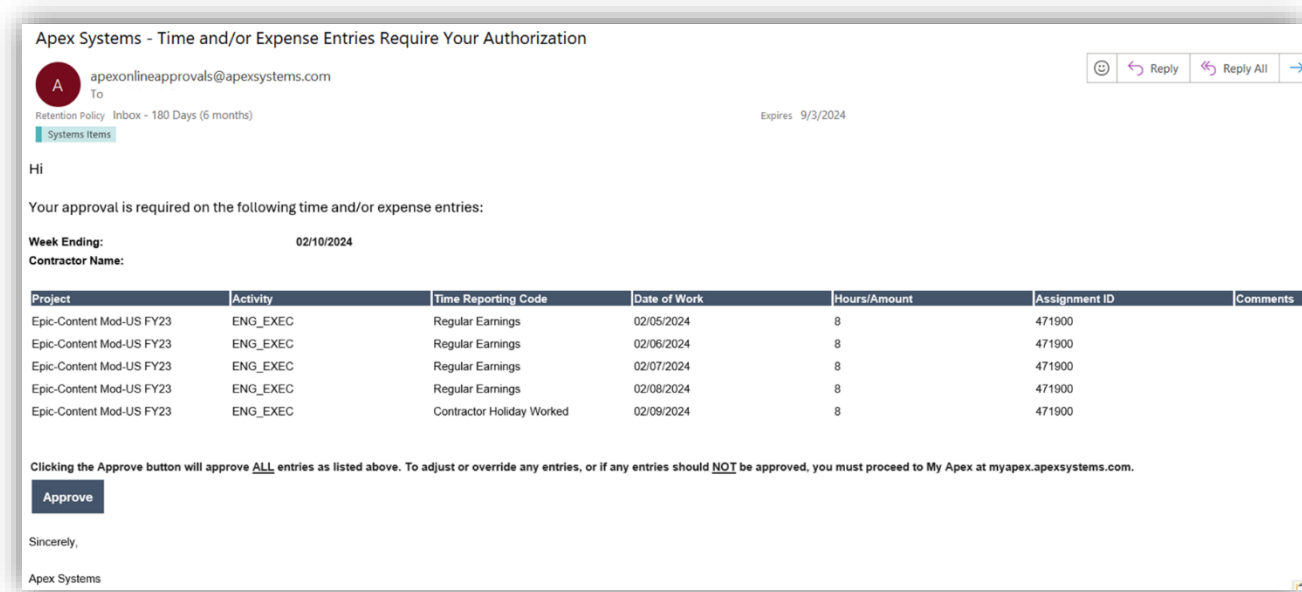
### Approver Type

**NOTE:** Only the **Primary Approver** will receive emails to approve consultant timesheets.

## Email Approval Option

The email approval option will allow you to approve time straight from your Inbox! An email will be received upon submission of time. If the time entered is accurate, the week can be approved via the Approve button on the bottom of the email.

*Note: Should the time entered require an update, the Override function within MyApex will need to be utilized.*



## View Reports

Click on the **View Reports** tile. Will be able to run reports displaying hours per resource per week in various time approval status.



Set search parameters by:

- Data Range
- Consultant
  - To search for a specific consultant, enter the Consultant ID
  - To search for all consultants, check the All Consultants box
- Opt to include or exclude Projects and Activities
- Select desired report format (PDF or Excel)
- Click button for desired approval status (Approved, Unapproved, Historical)

### Client Time Entry Reporting

Enter your search criteria and select the desired report by clicking on one of the report buttons. To view a list of consultants, click on the magnifying glass icon.

From Date

Thru Date

Consultant ID

All Consultants  Yes  No

Include Projects  No

Include Activities  No

Report format