



MyApex Time Management System: Consultant 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 W-4 tax information.(US Consultant Employees)

Access the Time Management System

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

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.

MyApex Time Management System: Consultant 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.



Step 2 of 3: 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. The Company reserves the right to revise these guidelines and Terms and Conditions from time to time as the Company sees fit. You should read these Terms and Conditions each time you use this Web site. By using this Web site after the Company posts changes to the Terms and Conditions you agree to accept these Terms and Conditions, whether or not you actually review them.

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.

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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.

IN NO EVENT SHALL THE COMPANY, ITS EMPLOYEES OR AGENTS, OR ANYONE ELSE WHO HAS BEEN INVOLVED IN THE CREATION, PRODUCTION, OR DELIVERY OF THESE PAGES BE LIABLE FOR ANY CLAIMS, LIABILITIES, LOSSES, AND EXPENSES OF ANY KIND INCLUDING, WITHOUT LIMITATION, ANY DIRECT, INDIRECT, INCIDENTAL, COMPENSATORY, SPECIAL, OR CONSEQUENTIAL DAMAGES. YOU ASSUME ALL RESPONSIBILITY FOR ESTABLISHING SUCH PROCEDURES FOR DATA BACK UP AND VIRUS PROTECTION AS YOU DEEM APPROPRIATE.

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



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+@a

Establish Forgotten Password Verification

Secret Question
Answer

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\$1nE A#c?0+Ba

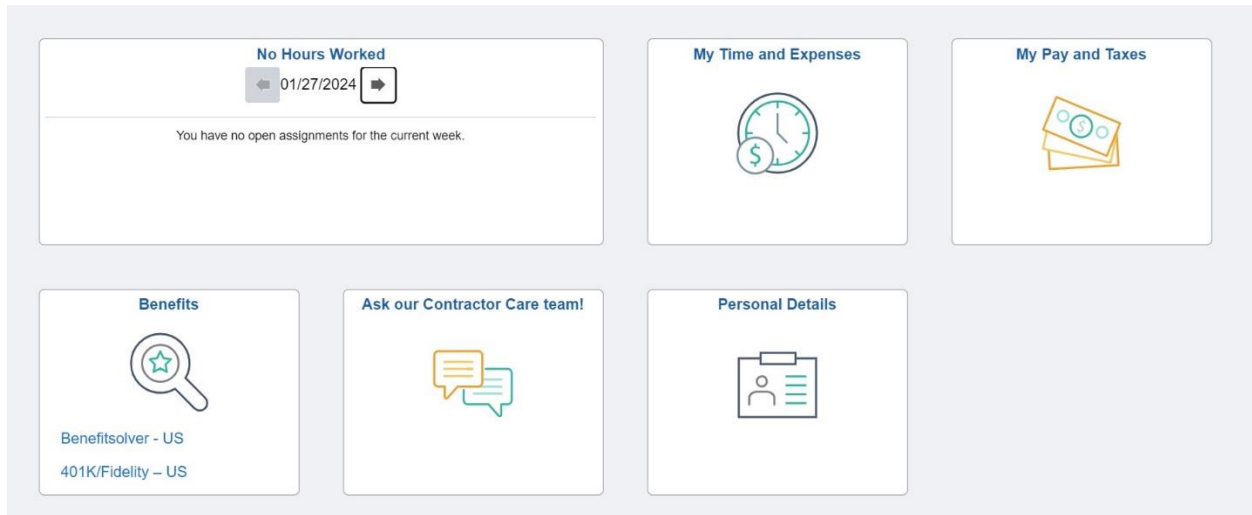
Establish Forgotten Password Verification

Secret Question

Answer

[Save and Return to Login Page](#)

The MyApex Time Management System Main Menu

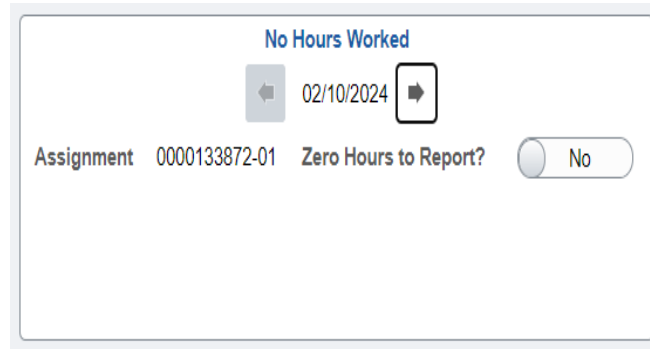


ATTENTION: Hours & Expenses are due into the Time Management System no later than 11:59 PM ET every Sunday

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 displays a user interface for reporting 'No Hours Worked'. At the top, the text 'No Hours Worked' is centered. Below this, there is a date field showing '02/10/2024' with left and right arrow icons. Underneath the date field, the text 'Assignment 0000133872-01' is visible. To the right of the assignment ID, there is a label 'Zero Hours to Report?' followed by a toggle switch currently set to 'No'.

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




Time Entry

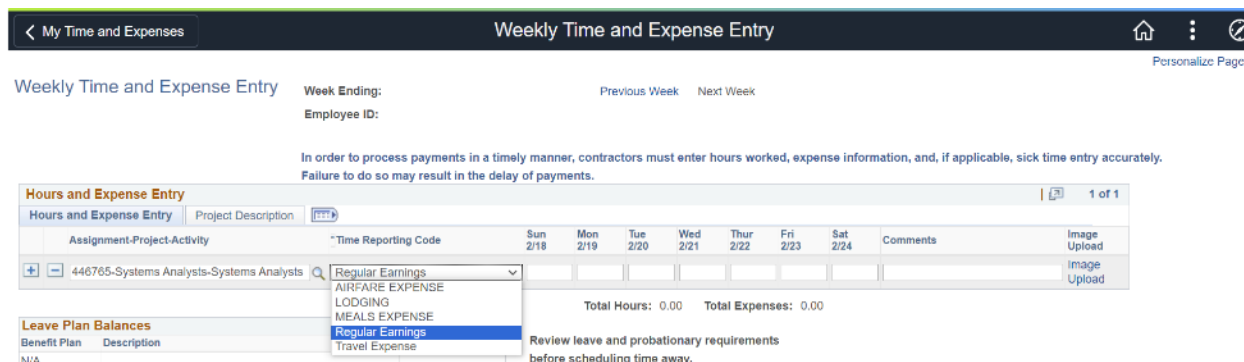
Time should be entered on a weekly basis and must be Submitted by 11:59pm ET Sunday.

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.



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

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

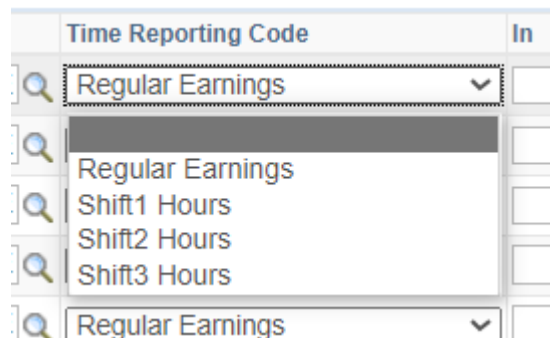
From Sunday 02/11/2024 to Saturday 02/17/2024

Time Entry	Project Details	Day	Date	Assignment-Project-Activity	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-Engagemen E	Regular Earnings								<input type="checkbox"/>		<input type="checkbox"/>	
+		Mon	02/12/2024	457365-Leidos AFNCR TO 26-Engagemen E	Regular Earnings								<input type="checkbox"/>		<input type="checkbox"/>	
+		Tue	02/13/2024	457365-Leidos AFNCR TO 26-Engagemen E	Regular Earnings								<input type="checkbox"/>		<input type="checkbox"/>	
+		Wed	02/14/2024	457365-Leidos AFNCR TO 26-Engagemen E	Regular Earnings								<input type="checkbox"/>		<input type="checkbox"/>	
+		Thu	02/15/2024	457365-Leidos AFNCR TO 26-Engagemen E	Regular Earnings								<input type="checkbox"/>		<input type="checkbox"/>	
+		Fri	02/16/2024	457365-Leidos AFNCR TO 26-Engagemen E	Regular Earnings								<input type="checkbox"/>		<input type="checkbox"/>	
+		Sat	02/17/2024	457365-Leidos AFNCR TO 26-Engagemen 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

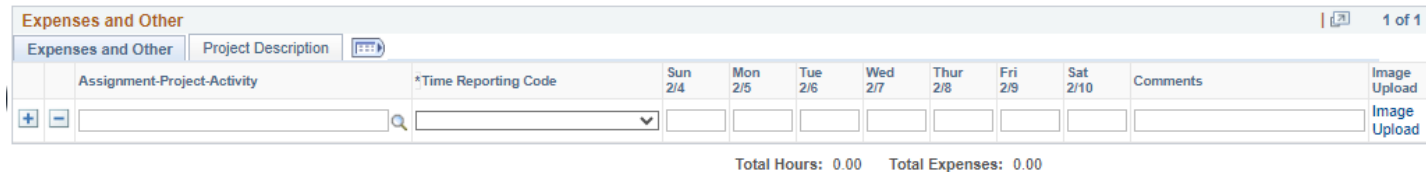
*See expanded Expense Entry section for more details

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

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.



Certain states and localities require that Apex provide 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' form. The 'Assignment-Project-Activity' field contains '466361-Logistics Specialist-Logistics Speciali'. The 'Time Reporting Code' dropdown menu is open, showing 'Paid Sick Time NB and NS' as the selected option. The form also displays a table for days of the week (Sun 2/11 to Sat 2/17) and '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. ****For US consultants only****

The 'Certification' form contains the following text and options:

For each option below you must choose a) or b):

1. I have reviewed this time card and certify that it

- a) accurately reflects all of the hours I worked this pay period; or
- 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.

2. I certify that the Company

- a) provided me with the meal periods and/or breaks to which I am entitled on each workday reflected on this time card; or
- 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.

Buttons: Save, Submit

[Timecard Report](#)

[Expense Report](#)

[View Imaged Expense Receipts](#)

This close-up shows the radio button for option '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.' Below it are the 'Save' and 'Submit' buttons, which are highlighted with an orange border.

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

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

Time & Expense Menu

There are four (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)
- **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.

Contractor Self Service | My Time and Expenses

Weekly Time and Expense Entry | Weekly Time Card Report | Weekly Expense Report | View Imaged Expense Receipts

Weekly Time and Expense Entry

Hours and Expense Entry | Project Description

Assignment-Project-Activity

471838-Epic-Content Mod-US FY23-E

Leave Plan Balances

Benefit Plan	Description
PTO80	PTO 80 Hour

Certification

For each option below you must choose a) or b)

1. I have reviewed this time card and certify that it:

- a) accurately reflects all of the hours worked
- b) does not accurately reflect all of the hours worked. Contractor Care at 866-612-2739.

2. I certify that the Company:

- a) provided me with the meal periods and/or breaks to which I am entitled on each workday reflected on this time card; or
- 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.

Save | Submit

Timecard Report | Expense Report | View Imaged Expense Receipts

Timecard Report | Expense Report | View Imaged Expense Receipts

Weekly Timecard Report

Users will select timecard by choosing desired weekending date.

Timecard reports can be saved as PDF or printed from this view as well.

Example of 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

Users will select 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.

Expense Entry

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 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

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.

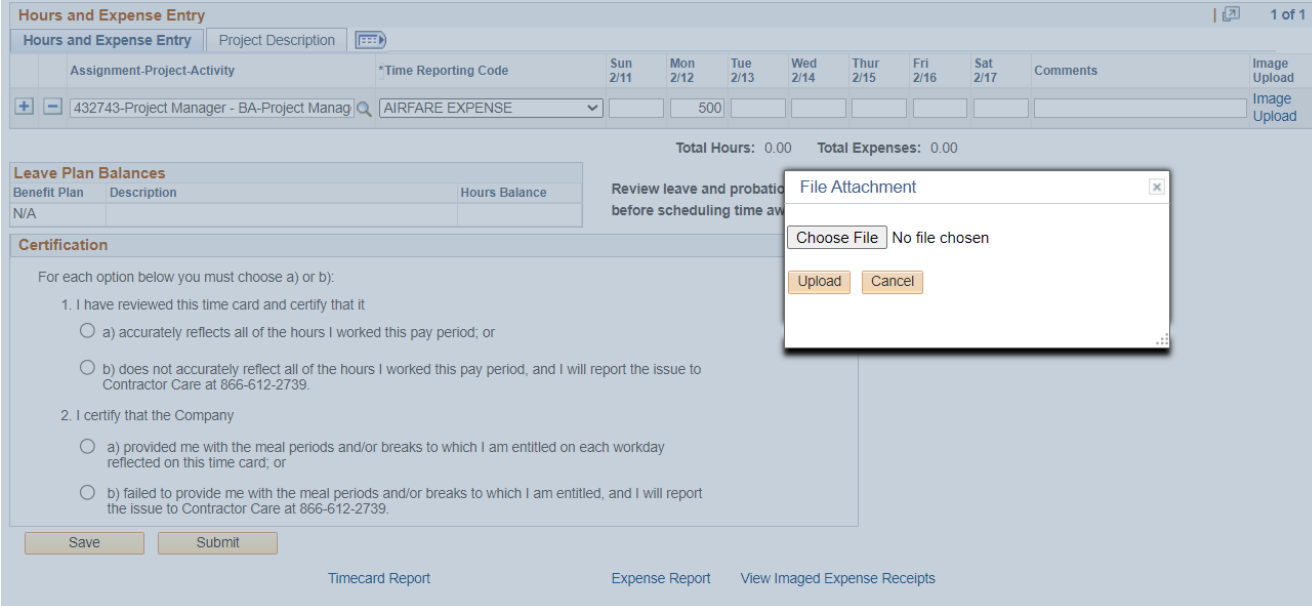
Hours and Expense Entry											1-5 of 5
Hours and Expense Entry	Project Description	*Time Reporting Code	Sun 2/4	Mon 2/5	Tue 2/6	Wed 2/7	Thur 2/8	Fri 2/9	Sat 2/10	Comments	Image Upload
432743-Project Manager - BA-Project Manager - BA	Regular Earnings				8.00	8.00	8.00	8.00			Image Upload
432743-Project 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 submissions options:

- Utilizing the “Image Upload” link 
- Email Expense Report and attached receipts to 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



The screenshot displays the 'Hours and Expense Entry' form. At the top, there are tabs for 'Hours and Expense Entry' and 'Project Description'. Below this is a table with columns for 'Assignment-Project-Activity', '*Time Reporting Code', and days of the week (Sun 2/11 to Sat 2/17). A row is visible with '432743-Project Manager - BA-Project Manag' and 'AIRFARE EXPENSE' with a value of 500. To the right of the table are 'Image Upload' links. Below the table, there are 'Total Hours: 0.00' and 'Total Expenses: 0.00'. A 'File Attachment' dialog box is open, showing 'Choose File' and 'No file chosen' options, with 'Upload' and 'Cancel' buttons. The form also has sections for 'Leave Plan Balances', 'Certification', and 'Save/Submit' buttons.

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 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 Section: Reviewing Payment, Direct Deposit, & Tax Info:

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

My Pay Info > View Paycheck

Use this tile to review a PDF of a check



Example Paycheck:

APEX SYSTEMS, LLC 4400 Cox Road, Suite 200 Glen Allen, VA 23060 866/612-2739		Pay Group: CON-CE Pay Begin Date: 02/25/2024 Pay End Date: 03/02/2024					
John Doe 1234 Springfield DR ST Louis MO, 62592	Employee ID: Department: CONT-CE Location: Dallas Job Title: Implementation Specialist Pay Rate: \$0.000000 Hourly						
HOURS AND EARNINGS							
Description	Pay Period		Rate	Current Hours	Earnings	YTD	
	Begin Date	End Date				Hours	Earnings
Regular	2024-02-25	2024-03-02	28.000000	40.00	1,120.00	224.00	6,272.00
TOTAL:				40.00	1,120.00	224.00	6,272.00

My Pay Info > 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 Routing and Account number.
- Save entry.

Cancel **Add Account** Save

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Cancel **Add Account** Save

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Cancel **Add Account** Save

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Cancel
Add Account
Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number i

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

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

Please make all changes required before saving.

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1		Direct Deposit		XXXXXX84	Checking	\$700.00 >
Last		Direct Deposit		XXXXXXX92	Checking	Remaining Balance >

My Pay Info > Update W-4 Tax Information

Federal and State changes are updated on the W-4 Tax Information Page

W-4 Withholding Certificate

Social Security Number XXX-XX-1234

APEX SYSTEMS, LLC
John Doe

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS www.irs.gov.

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

123 Mission Rd
City, State Zip

Filing Status

Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.
[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000	<input type="text"/>
Multiply the number of other dependents by \$500	<input type="text"/>
Other tax credits	<input type="text"/>
Total	<input type="text"/>

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income	<input type="text"/>
(b) Deductions	<input type="text"/>
(c) Extra Withholding	<input type="text"/>

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.


Check this box if you meet both conditions to claim exemption from tax withholding

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Need help or have questions?

Contact Contractor Care: 866-612-2739 • contractorcare@apexsystems.com

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Make changes to W4 Information and click submit, be sure to enter Password and click continue to activate changes.

***** PLEASE ALLOW UP TO TWO PAYROLL CYCLES FOR PROCESSING*****

Verify Identity

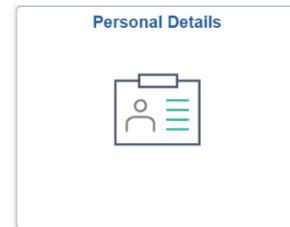
To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.

User ID: ScoobyDoo

Password:

My Personal Info Section: Updating Personal Information

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

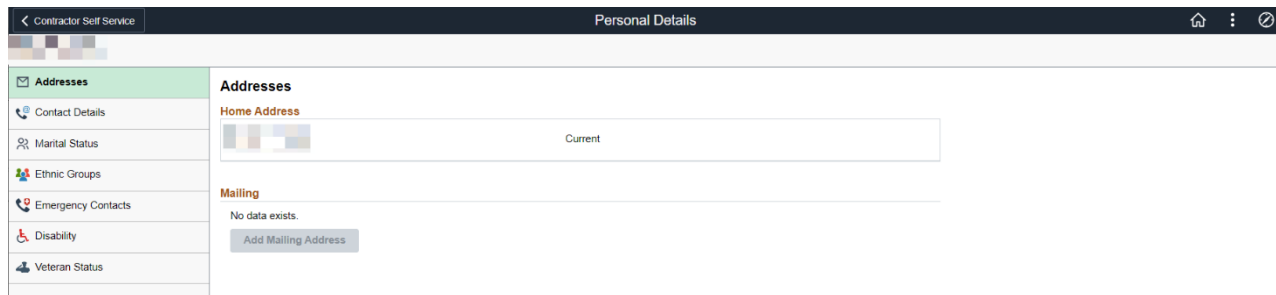


My Personal Info > View Personal Information

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

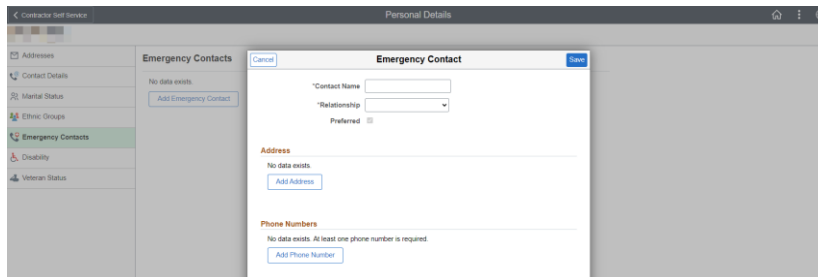
Contact Contractor Care to update this information:

866-612-2739 • contractorcare@apexsystems.com



My Personal Info > Emergency Contacts

View and update your emergency contacts



My Personal Info > Disability Status

To 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 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



My Personal Info > Personal Data Updates

To 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

Marital Status As Of:

Military Status

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

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

If you need to reset your password, you can follow these simple steps:

1. Click “*Forgot Password?*” link

MyApex Sign In

User ID *

Password *

Sign in

Please disable any pop-up blockers before proceeding.

[Forgot Password?](#)

[Submit a Support Ticket](#)

2. Enter your user ID (logon ID)

Forgot Password

Instructions

Please enter the following information for validation.

User ID

[I forgot my User ID](#)

Next

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

One-Time Passcode Validation

Instructions

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

One-Time Passcode

Next

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.

OK

4. You must enter in the passcode and then click “Next”

One-Time Passcode Validation

Instructions

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

One-Time Passcode

Next

MyApex Time Management System: Consultant Employee Guide

Forgot your MyApex Password -- One-Time Passcode

no-reply@apexsystems.com
To: [redacted]
Retention Policy: Inbox - 180 Days (5 months)

Expires: 9/16/2024

Reply Reply All Forward [redacted]

Wed 3/20/2024 1:55 PM



Trouble signing in?

Resetting your password is easy.

We'll have you up and running in no time. Just enter the one-time passcode below on the authentication page and follow the instructions.

545239

***NOTE: This one-time passcode is only valid for 30 minutes. If the one-time passcode expires, you will need to start the process over.

If you need additional assistance, please open a support ticket or contact the Contractor Care team at 1-866-612-2739 or contractorcare@apexsystems.com

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

Contractor Care
ContractorCare@apexsystems.com
1-866-612-2739
Monday-Thursday 8a - 6p EST
Friday 8a - 6p EST
Saturday-Sunday Emails monitored

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

Answer Secret Question

Instructions
Please enter the following information for validation.

User ID [redacted]
Email Address [redacted]
Question: What city were you born in?
Response:

Next

6. Enter the response to the password hint question, and click "Next"
7. If the answer is correct, you proceed to the next page, where you will 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!nE Arc78+Ba

Update password



Forgot User ID:

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



The screenshot shows a web form titled "Forgot Password". Under the "Instructions" section, it says "Please enter the following information for validation." There is a text input field labeled "User ID". Below this field is a link that says "I forgot my User ID", which is circled in red. At the bottom of the form is a blue "Next" button.

2. Enter your email address

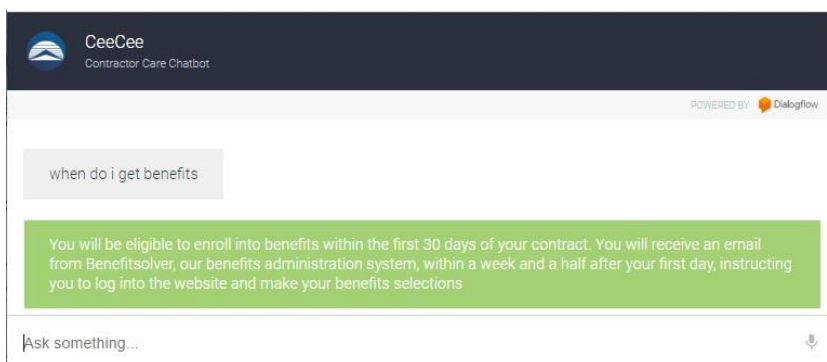


The screenshot shows a web form titled "Forgot my Username". Under the "Instructions" section, it says "Please enter the following information for validation." There is a text input field labeled "Email Address". At the bottom of the form is a blue "Next" button.

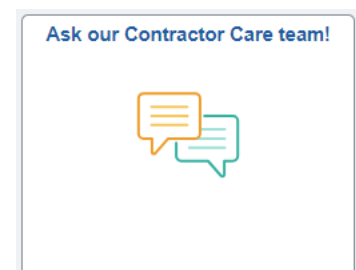
3. You will get a one-time passcode emailed, that must be used within 10 minutes, you will be prompted to answer the secret question (password hint), and then set up a new password.

Questions? Ask CeeCee, the Contractor Care Chatbot

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



The screenshot shows the CeeCee Contractor Care Chatbot interface. The chatbot's name and logo are at the top left. It is powered by Dialogflow. A user has entered the question "when do i get benefits". The chatbot's response is: "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". At the bottom, there is a text input field with the placeholder "Ask something..." and a microphone icon.




ProTip: Click the tile to ask the chatbot for information.

Required Government Notices

Click Applicable State to view Government Postings.

▼ United States Postings

Select Location Click a location to view applicable labor law postings



GovDocs Inc. |
Internet Poster
Program

Labor Law Postings will be displayed for the state selected.

Labor Law Postings ×

Click a link below to view PDF versions of labor law postings that explain employee rights and responsibilities.

Federal Postings
[Federal English/Spanish Postings](#)

State and Local Postings for Virginia
[Virginia English/Spanish Postings](#)
[Virginia City of Virginia Beach Postings](#)

Click on each PDF file to display information

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 the Contractor Care team with questions regarding the time management system, benefits, and payroll questions and issues.

Contact Contractor Care

Phone: 866-612-2739

Email: contractorcare@apexsystems.com

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

Friday: 8:00 AM- 8:00 P.M. EST