



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.

Hiring Managers

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

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.

Code

Please enter the last 4 digits of your telephone number.

Phone

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.

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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.

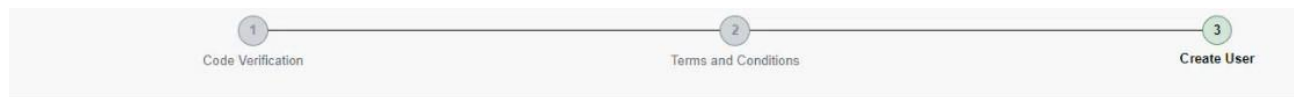
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The formation, construction and interpretation of this Agreement shall in all respects be governed by and construed in accordance with the laws of the United States and the Commonwealth of Virginia.

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

I accept all Terms & Conditions Yes



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#c78+Ba

Establish Forgotten Password Verification

Secret Question

Answer

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

The MyApex Time Management System Main Menu

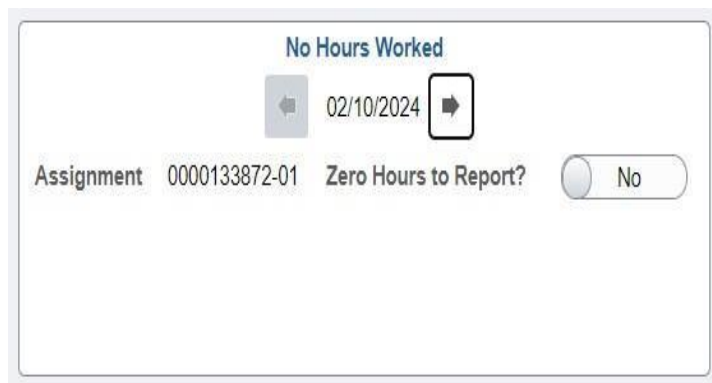
The screenshot displays the main menu of the MyApex Time Management System. It features six main navigation cards arranged in a 2x3 grid. The top-left card, titled "No Hours Worked", shows a date selector for "01/27/2024" and a message: "You have no open assignments for the current week." The top-middle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



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-Engagement E	Regular Earnings										
+	Mon	02/12/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings										
+	Tue	02/13/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings										
+	Wed	02/14/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings										
+	Thu	02/15/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings										
+	Fri	02/16/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings										
+	Sat	02/17/2024	457365-Leidos AFNCR TO 26-Engagement E	Regular Earnings										

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.

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.

Assignment-Project-Activity	Time Reporting Code	Sun 2/11	Mon 2/12	Tue 2/13	Wed 2/14	Thur 2/15	Fri 2/16	Sat 2/17	Comments
466361-Logistics Specialist-Logistics Speciali	Paid Sick Time NB and NS								

Total Hours: 0.00 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.

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 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.

Save Submit

[Timecard Report](#) [Expense Report](#) [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. ***

You now can un-submit your time sheet for necessary corrections. This enhancement aims to streamline our time entry process and ensure accuracy.

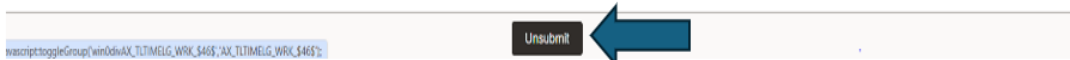
**To make corrections, use the un-submit tab at the bottom of the page.
Your time sheet will be re-opened.**

(Non-Punch time)

Report Center

Entered 40.00 Hours.				Sun	Mon	Tue	Wed	Thu	Fri	Sat
Assignment	Project	Activity	Time Reporting Code	12/29	12/30	12/31	01/01	01/02	01/03	01/04
0000154038-01	Technical Consultant	Technical Consultant	Regular Earnings		8.00	8.00	8.00	8.00	8.00	

> Leave Plan Balances



(Punch Time)

Time Entry

Report Center

Entered 16.00 Hours.																	
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	Partial/No Meal 2	Partial/No Meal Reason 2	MultiDay
Sun	29 Dec	456457-02	DirectTV Open Video 2024	Riley.Xavier	Regular Earnings							0.00	No		No		No
Mon	30 Dec	456457-02	DirectTV Open Video 2024	Riley.Xavier	Regular Earnings	8:00AM	12:00PM	1:00PM			5:00PM	8.00	No		No		No
Tue	31 Dec	456457-02	DirectTV Open Video 2024	Riley.Xavier	Regular Earnings							0.00	No		No		No
Wed	1 Jan	456457-02	DirectTV Open Video 2024	Riley.Xavier	Regular Earnings	8:00AM	12:00PM	1:00PM			5:00PM	8.00	No		No		No
Thu	2 Jan	456457-02	DirectTV Open Video 2024	Riley.Xavier	Regular Earnings							0.00	No		No		No

No Time or Expenses Entered.

Assignment	Project	Activity	Time Reporting Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12/29	12/30	12/31	01/01	01/02	01/03	01/04				
456457-02	DirectTV Open Video 2024	Riley.Xavier								

> Leave Plan Balances

Please note that this option is only available until the time entry deadline, which is **Sunday at 11:59 PM EST**. After this deadline, you will not be able to make changes. Additionally, if your timesheet has already been approved, the option to un-submit will also be disabled. It is essential to review your entries before submission to avoid any issues.

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
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 bill	TRV	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)
- **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 | Week Ending: 02/10/2024 | Previous Week | Next Week
Employee ID: Content Moderator

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 | Project Description | 1 of 1

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
471838-Epic-Content Mod-US FY23-Engage	Regular Earn									Image Upload

Leave Plan Balances

Benefit Plan	Description
PTO80	PTO 80 Hour

Certification

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

- I have reviewed this time card and certify that it
 - a) accurately reflects all of the hours I worked this pay period
 - b) does not accurately reflect all of the hours I worked this pay period. Please contact Contractor Care at 866-612-2739.
- I certify that the Company
 - a) provided me with the meal periods and/or breaks to which I am entitled and reflected on this time card, or
 - b) failed to provide me with the meal periods and/or breaks to which I am entitled. Please contact Contractor Care at 866-612-2739.

Save | Submit

Timecard Report

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

Timecard Report | Expense Report | View Imaged Expense Receipts

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.

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		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
- 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' and 'AIRFARE EXPENSE' with a value of '500'. Below the table, there are sections for 'Leave Plan Balances' and 'Certification'. The 'Certification' section contains two main questions with radio button options. At the bottom, there are 'Save' and 'Submit' buttons. A 'File Attachment' dialog box is overlaid on the certification section, showing 'Choose File' and 'No file chosen' options, with 'Upload' and 'Cancel' buttons.

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 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. Toronto ON M5H 3Y4		Pay Group: CCN-Canada ARI CCN 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	Current			YTD	
	Rate	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



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. 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"/>

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.

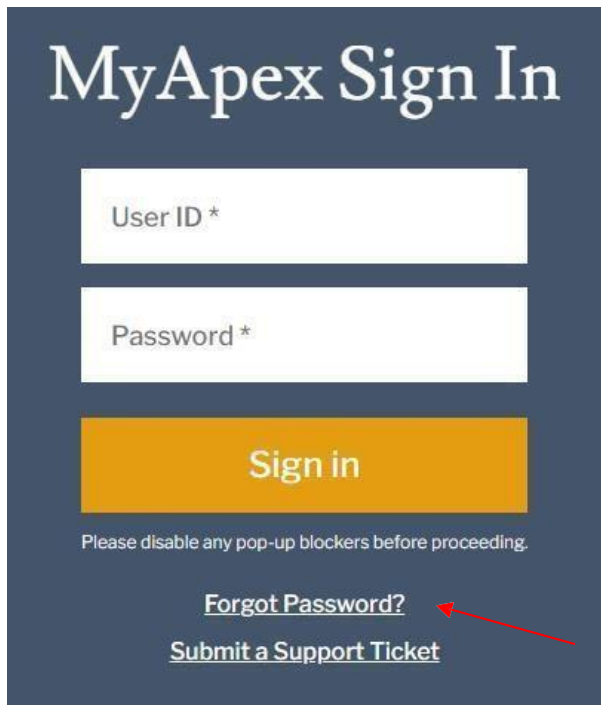
By entering and saving data on this page you acknowledge you have read and understood the above statements.

Save Add Update/Display

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 page. It features a dark blue background with the title "MyApex Sign In" in white. Below the title are two white input fields: "User ID *" and "Password *". A large orange "Sign in" button is positioned below the fields. Underneath the button, there is a note: "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. It has a dark header with the title "Forgot Password". Below the header, there is an "Instructions" section that says "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 located at the bottom of the form.

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. It has a dark header with the title "One-Time Passcode Validation". Below the header, there is an "Instructions" section that says "Enter the one-time passcode you received in your email:". There is a "One-Time Passcode" input field and a blue "Next" button below it. A white notification box at the bottom contains 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." There is an "OK" button 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

NR no-reply@apexsystems.com
Te
Retention Policy: Inbox - 180 Days (5 months)

Expires: 9/16/2024

Reply Reply All Forward

Wed 9/20/2024 1:53 PM

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
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\$tr1E Ark?8+Ba

Update password

Forgot Your User ID:

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



2. Enter your email address



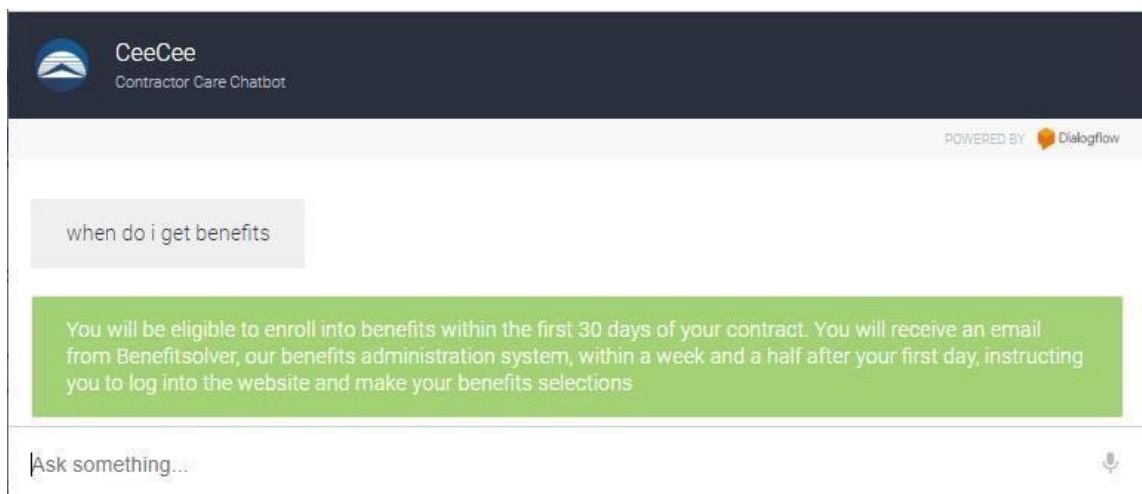
3. If the address is valid, you will receive an email to that email address with a one-time password. *This password **must be used within 10 minutes.***
4. Upon entry, you will need to answer the secret question (password hint) and then set up a new password

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.



Career Progression Tile:



- Your current contract/engagement is listed on this page (*based on our current system records*).
- If you know your current estimated end date, please add that and click 'Save'.
- If you add a date, the account manager for that client will receive reminder emails around your estimated end date.
- If you have any outstanding questions around your contract/engagement, have benefits related questions, or would like support around your upcoming transition, click the 'Email' button and provide as much context as possible around your questions/needs.
- You can search posted jobs at <https://www.apexsystems.com/search-results-usa> and access 100+ job search, resume, LinkedIn, networking, etc. trainings and articles in our dedicated Career Resource library at <https://www.apexsystems.com/careers/career-resources>

If you have benefits through Apex, want to learn about our upskilling/professional development offerings, and/or learn about our Career Coach and how they can support you during any transitions/job searches (including free resources!), check out the short videos for those via the following link:

https://www.youtube.com/playlist?list=PLwBmMHZ5GCwyXLhs2DzGb_sw1IB_XURX9

Required Government Notices

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

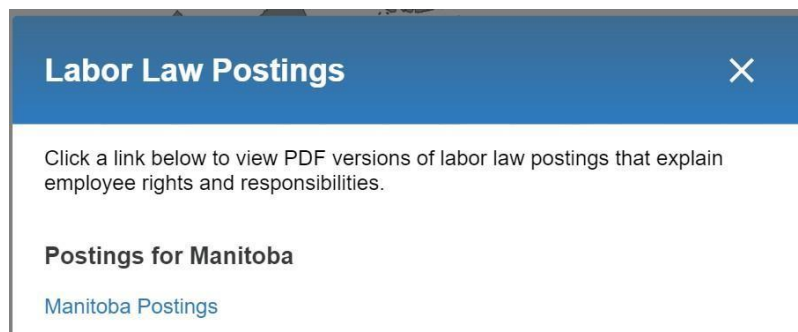
GovDocs Inc. | Internet
Poster Program



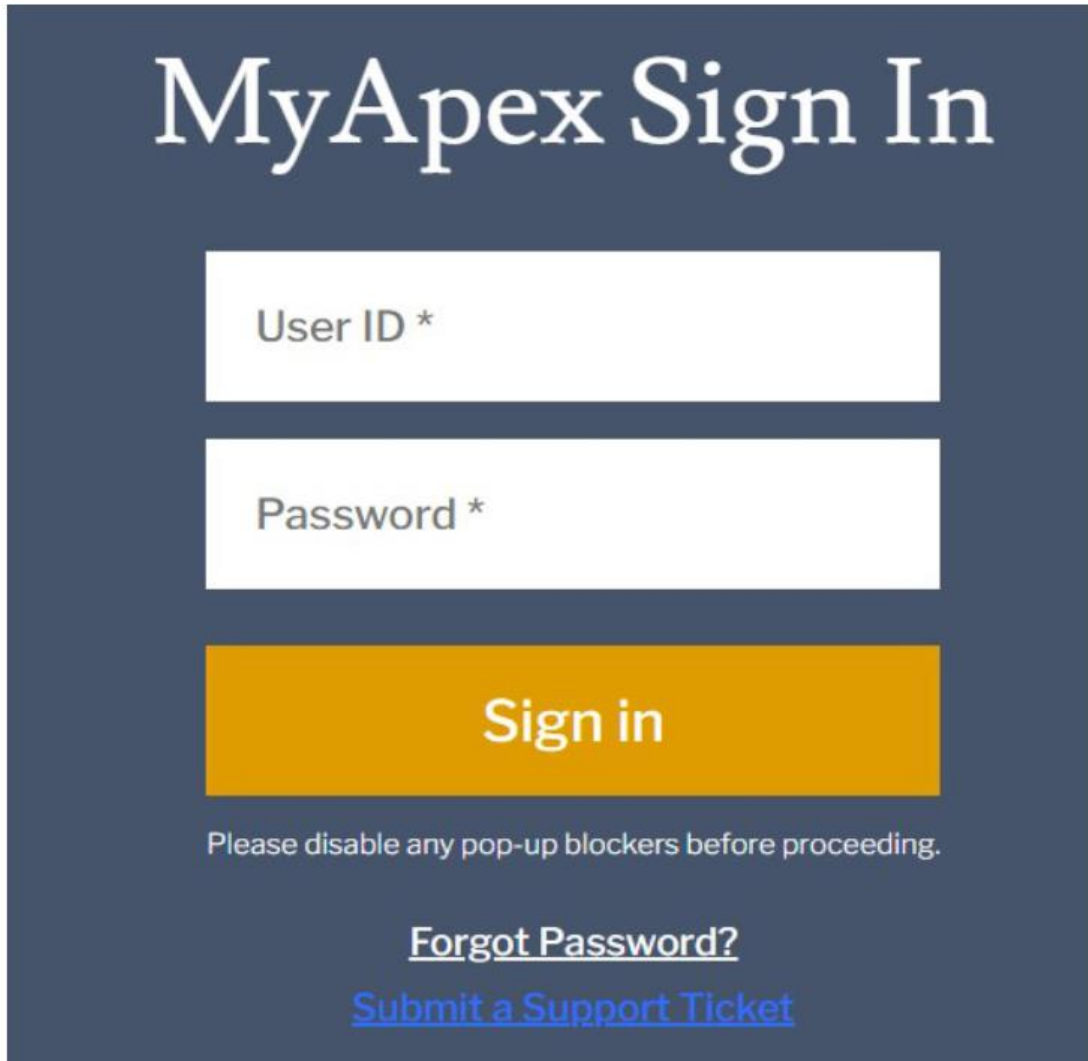
Click on each PDF file
to display information

Click applicable Providence to view

Labor Law Postings will be displayed for the Providence selected.



You can find instructions and the link to submit a support ticket on the bottom of the log in screen.

The image shows a screenshot of the MyApex Sign In interface. It features a dark blue background with the title "MyApex Sign In" in a large, white, serif font at the top. Below the title are two white input fields: the first is labeled "User ID *" and the second is labeled "Password *". A prominent orange button with the text "Sign in" in white is positioned below the password field. At the bottom of the form area, there is a line of text: "Please disable any pop-up blockers before proceeding." Below this, there are two links: "Forgot Password?" in white and "[Submit a Support Ticket](#)" in blue.

Canadian MyApex Employee Guide

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

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