

Accel Time Reporting

using the Web & Phone



Entering Time

- You can enter time using web or phone.
- Time entry is done at the end of your shift.



Definitions

- Shift- the total amount of time you worked consecutively. This can include multiple customers, meetings, and task codes.
- Segment- the time period for a certain task you performed with a specific customer.
- Task-what you did with your customer, assigned by different task codes.





Entries for the Next Week



- **Training-**
 - Customer 9000
 - Task Codes given at each class/ or back of P.E.T

- **Customer Specific Training (shadowing)**
 - Network Admin # (front of booklet)
 - Task Code 9004
 - Put in Comments which customer you were with

website

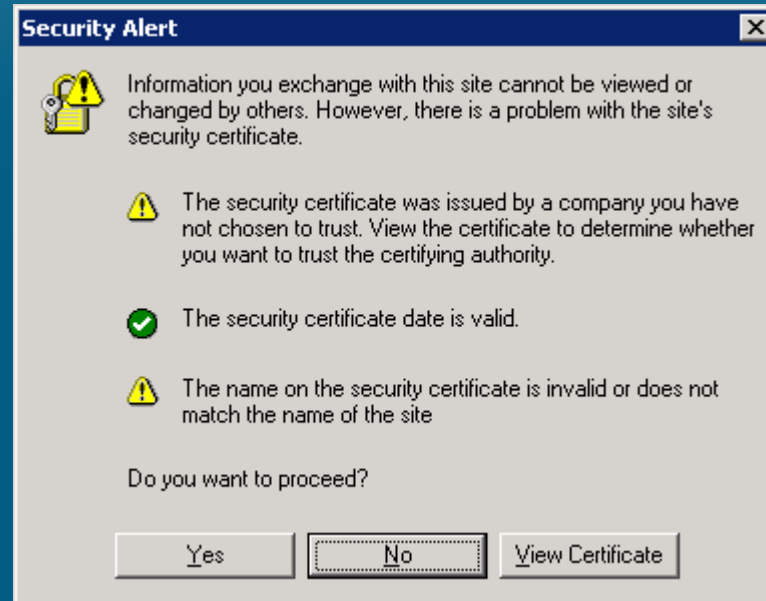
Accessing the Web:

- The webpage only works w/ Internet Explorer (Sorry, not w/ Firefox, or Apple/ MAC browser)
- <http://63.250.70.139/options/default.aspx>
- Easiest way to access the web is through www.optionsfbl.com , employee resources, then save this as a favorite on your computer.



Website

- When you log on to this site you will get the following message. The site is secure! It's ok to click yes!



Phone

- Accessing the Phone: **332-7730**
- There is an 800 number, but only for those that live out of the area.
- Enter your employee number & last 4 digits of S.S. as one number.
- If you use a cell phone please make sure you are only hitting one number at a time!
- Make sure to count your zeros entered.
- Start and End Times should be in quarter increments: 12:00, 12:15, 12:30, 12:45.





Entering Work

Please enter the month you worked followed by the # sign

Please enter the day you worked followed by the # sign

Please enter the time you worked followed by the # sign, I will ask AM or PM afterwards.

Please press 1 for AM, 2 for PM

Please enter the end time of this shift followed by the # sign, I will ask AM or PM afterwards.

Your entered "your information"

Please enter the consumer identification number followed by the # sign.

You chose "customer name"

If this is correct press 1, to re-enter press 2

Please enter the task code for this service

Please enter the start time for this work segment followed by the # sign. If this task lasted the entire length of your shift press 99 followed by the # sign.

Please enter the time you completed this work segment followed by the # sign, I will ask AM or PM afterwards.

Please enter the number of miles you transported this consumer followed by the #. If you have no miles to report, press 0 and then the # sign.

To enter another task for this client press 1. To continue, press 2.

During the entire shift did you work with another customer, press one for yes and two for no.

To enter comments for this work segment press 1 otherwise press 2.

After the tone please provide Comments for this work segment. When you're finished, press The # sign.

You are about to save your work. If you would like to review your entries press 1, otherwise press #.

To re-enter your work Press 1, to review your work segments, press 2, to save press The # sign.

Thank you your entry was successful.

99

1

2

1

2

1

2

1

#



Oops...I forgot



- You will have **12 hours** after your shift to enter your time! Starting on Apr 13th you will have 24 hrs to report time.
- If you report time after that 24 hr period it will be considered late. You will be paid the following pay period for this “late” shift. You should still use the web or phone to report work after the 24 hr period.
- Payroll Adjustment Forms will only be used in special situations (Ex: Changes to hours entered incorrectly or wrong task codes entered or when time reported is 3 or more pay periods late.)



Oops...I forgot cont'd

Summary - there are only two circumstances when an employee should submit a PAF:

1. When the time being reported is older than three pay periods.
2. When omissions or changes need to be made to an existing entry.

PAFs will not be accepted under any other circumstances. If you forget to report your time within the 24 hour period following your shift, you must still report it via the web or phone; however, it will be paid the following payroll.

Questions...



- Email or call Josh Tolliver
(Options - IT Systems Coordinator)
- 812-332-9615 x. 210
(Can leave voicemail message if unavailable)
- jtolliver@optionsfbl.com
- Weekend Phone Problems:
317-536-2756





Task Codes



- 
- **1000- RHS (Residential) *most common***
 - **1500-RATT**
 - **1600-ATTC**
 - **6000-LEAP**
- 

****Ask your Service Coordinator which codes you'll be using****





Mileage


- Customer Mileage: The allotted mileage for the specific customer per month
- Enter total mileage not odometer reading
- You must enter a reason for the mileage in order to be paid.



PTO

- Your Supervisor will instruct you how to enter in 90 days.



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- , Network Meetings, & Staff Meetings: These all are reported under the Network Admin customer and have different task codes.
 - *When you do Customer Specific Training you need to tell which customer you are working with in the comments.*
 - *If by chance you bring the customer with you to a meeting you will report towards the Customer and PA (1000), then the Network Admin and the appropriate task code.*