

# Account Statements and Paystubs

## Welcome to Acumen!

Thank you for joining the Acumen Family!



**Acumen powered by DCI**

Helping create a positive, long-lasting  
impact on people's lives.

# Where to Find Account Statements

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# Where to Find Account Statements

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Account Statements (as well as Employee paystubs) can be found inside the  
**DCI Messaging Module.**

There are **three** different places to find the messaging module!

**DCI Web Portal:** Accessible on desktop/laptop computers

**Mobile Web:** Mobile friendly; accessible on mobile devices; limited functionality; using web browser on the phone.

**Mobile App:** Mobile DCI EVV app on a mobile device or tablet



# DCI Web Portal: Messaging Module

# View Account Statements in DCI Web Portal



1. Navigate to the **DCI Web Portal** or use the link in previous step

- <https://acumen.dcisoftware.com/>

2. Enter **Username** and **Password**

- Credentials provided by Acumen

3. Utilize **Forgot Password** link if necessary

- Contact your Acumen Agent with any login issues

4. Click **Sign In**

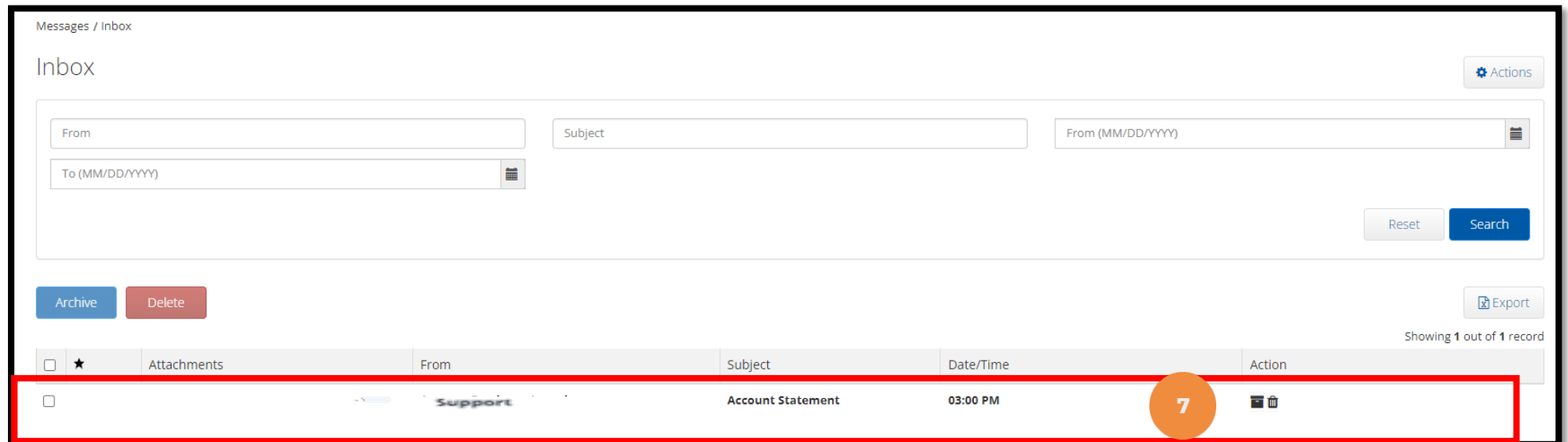
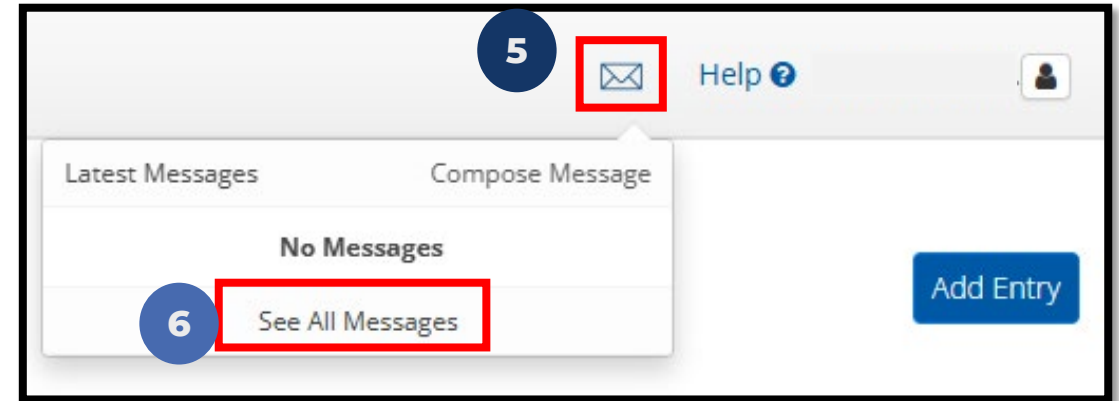
A screenshot of the DCI Web Portal sign-in page. At the top, there is a logo for "DCI Acumen Powered by DCI". Below the logo is the text "Sign In". There are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember me" and a link labeled "Forgot your password?". At the bottom is a blue "Sign In" button. Numbered callouts are present: a blue circle with "1" above the logo, a blue circle with "2" next to the Username field, a blue circle with "3" next to the "Forgot your password?" link, and a blue circle with "4" next to the "Sign In" button. A red rectangle highlights the "Forgot your password?" link.

# View Messages in DCI Web Portal

5. In the upper right-hand corner, click on the **envelope** icon.

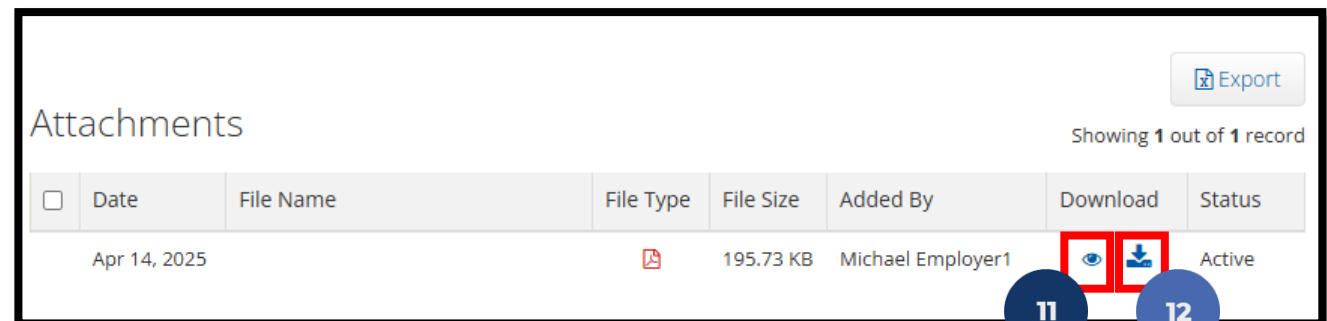
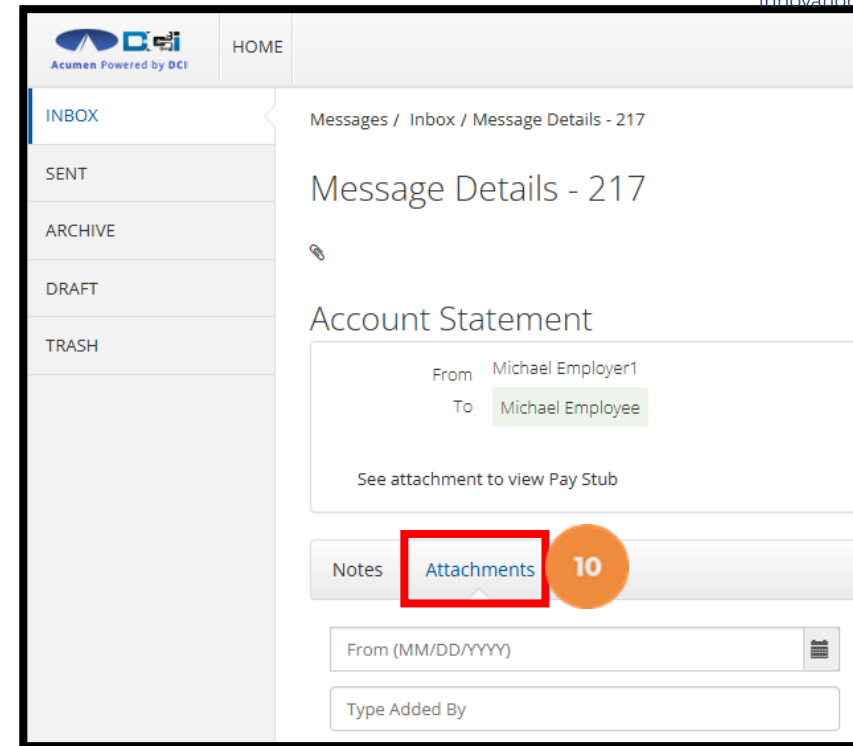
6. Select **See All Messages**




7. Click on the message to review



# View Messages in DCI Web Portal

10. Click the **Attachments** tab
11. Option 1: In the Download column, click the **view** icon (eye) to view the attachment.
  - The attachment will open in a new tab in the web browser
12. Option 2: In the Download column, click the download icon to download the attached statement.
  - The attachment will be downloaded to the computer (typically saved in a dedicated "Downloads" folder on the computer)



<input type="checkbox"/>	Date	File Name	File Type	File Size	Added By	Download	Status
<input type="checkbox"/>	Apr 14, 2025			195.73 KB	Michael Employer1	 	Active

# DCI Mobile Web: Messaging Module

# View Messages in Mobile Web



Acumen Fiscal Agent  
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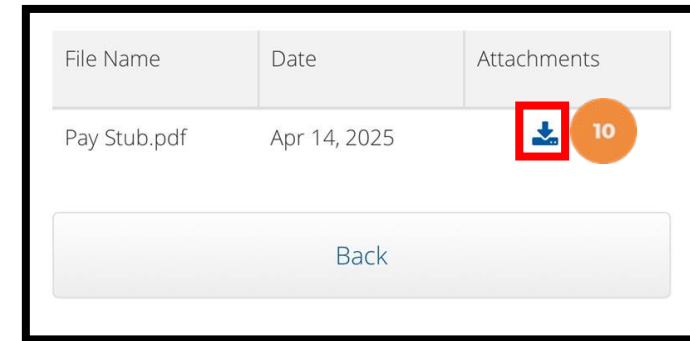
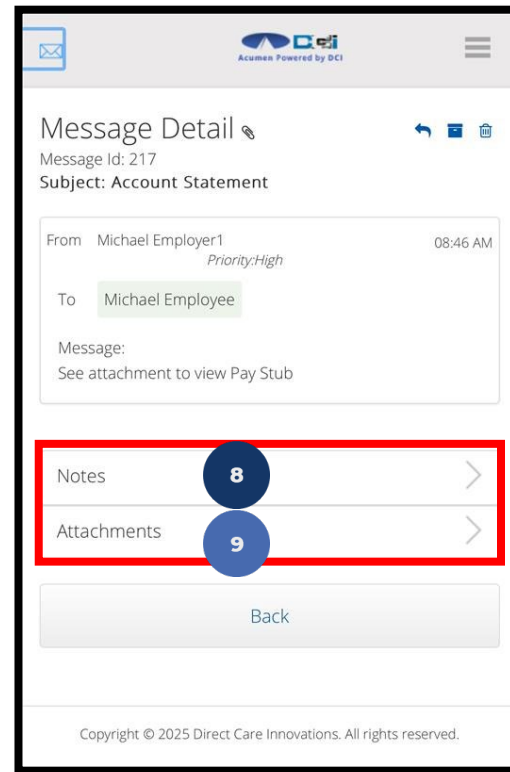
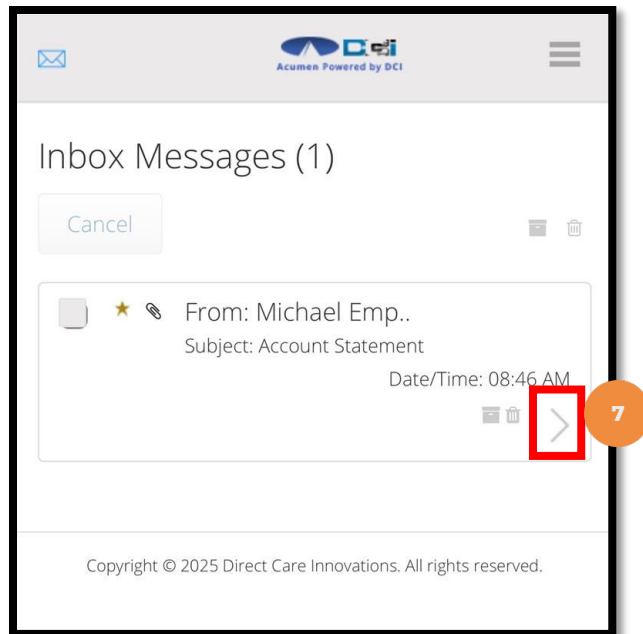
1. Log in to the DCI Web Portal from an internet browser on a mobile device. Enter your **username** and **password** OR **PIN**.
2. Tap **Sign In**
3. Tap the **Menu** in the top-right corner of the screen
4. Please note: The **Mail** icon (envelope) in the upper-left corner of the Dashboard takes users directly to the **Inbox**
5. Tap the **Message** drop-down to expand the submenu
6. Tap **Inbox** from the submenu to view messages

The login screen for the Acumen Fiscal Agent mobile web portal. It features a white background with the Acumen logo at the top center. Below the logo are two input fields: "Username" and "Password/ Pin". A red circle with the number "1" is positioned over the Password/ Pin field. Below these fields is a "Remember me" checkbox and a "Forgot your password?" link. A large blue "Sign In" button is at the bottom, with a red circle and the number "2" over it. Below the button is a "Go to Full Site" link. At the very bottom, there is a copyright notice: "Copyright © 2025 Direct Care Innovations. All rights reserved." A small "EN" language selector is in the top right corner.

This block shows two screenshots of the mobile web interface. The top screenshot is the dashboard, showing a header with the Acumen logo and a "News Posts" section. A red box highlights a mail icon in the top left (labeled "4") and a menu icon in the top right (labeled "3"). The bottom screenshot is the menu, showing a user profile "michael.employee" and a list of options: Home, New Entry, Authorization Check, Entries, Message, New Message, Inbox, Sent, Archive, Trash, Search, and Logout. A red box highlights the "Message" option (labeled "5") and the "Inbox" option (labeled "6").

# View Messages in DCI Mobile Web

7. Tap the **arrow (>)** to view a message
8. Tap the **Notes** button to view the associated notes/or to add notes to the message
9. Tap on the **Attachments** tab to load the attachment
10. After selecting Attachments, tap the **download** icon to download the attachment.



# Attachment View Options



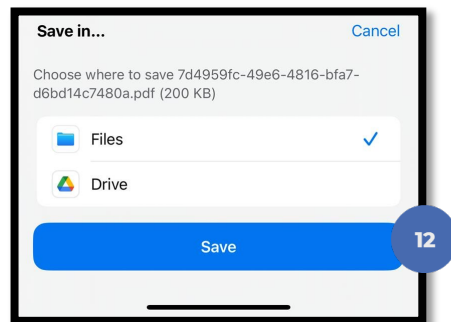
## iPhone Users:

11. An option to “**Save in**” appears at the bottom of the screen

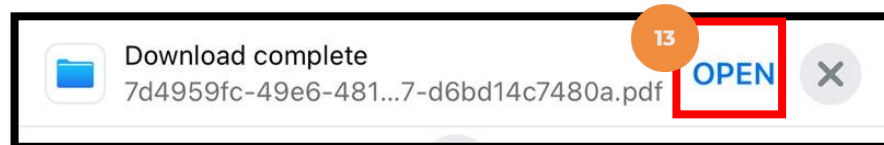
- Tap “**Save...**” to choose where to save the attachment on the device (Files, Downloads, etc.)



12. Tap “**Save**” again to save the attachment to the chosen location



13. A confirmation message appears indicating the download is complete. Tap **Open** to open and view the attachment.



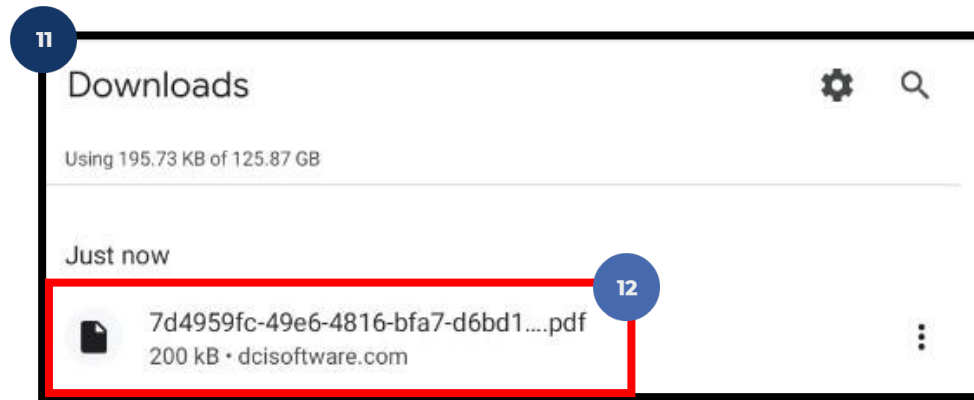
# Attachment View Options



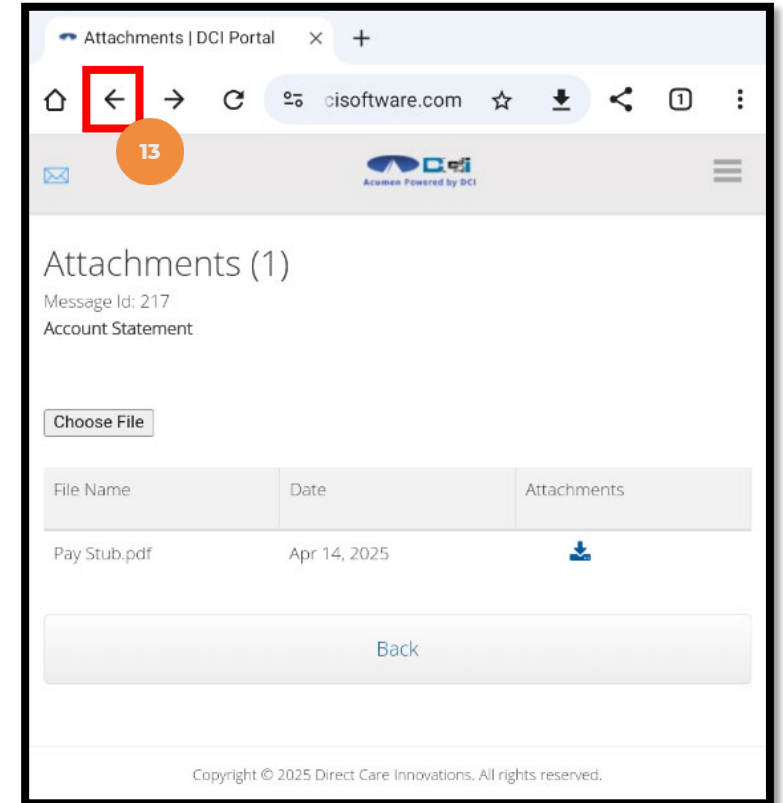
## Android Users:

11. The Downloads screen appears and displays the link to view the downloaded attachment

12. Tap on the file to view



13. Tap the **Back** arrow to return to the DCI Mobile Web Attachments screen



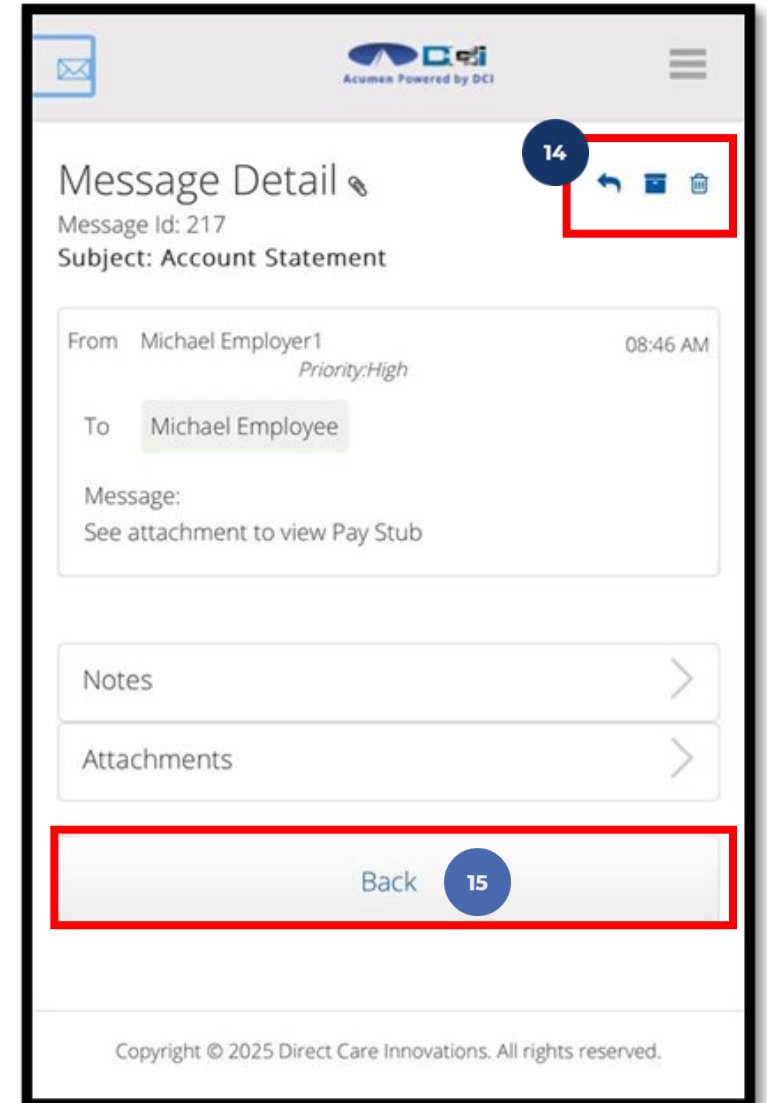
# View Messages in DCI Mobile Web



14. The icons at the top of a message allow the user to take action. Those icons include:

- **Left Arrow** – Respond to the message
- **File cabinet** – Archive the message
- **Trash can** – Delete the message

15. Tap the **Back** button to exit the message



# DCI Mobile App: Messaging Module

# Log into the DCI Mobile EVV App

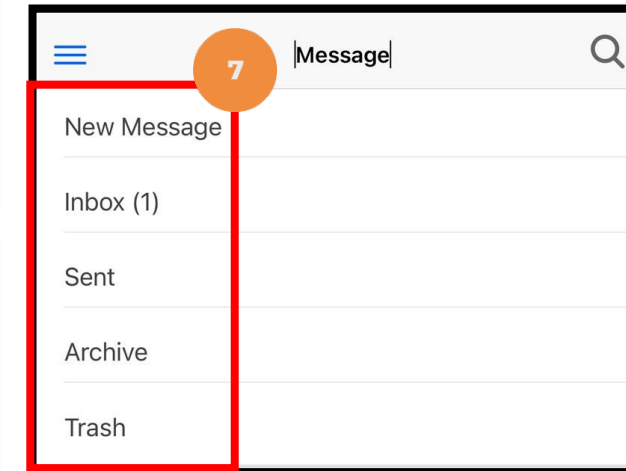
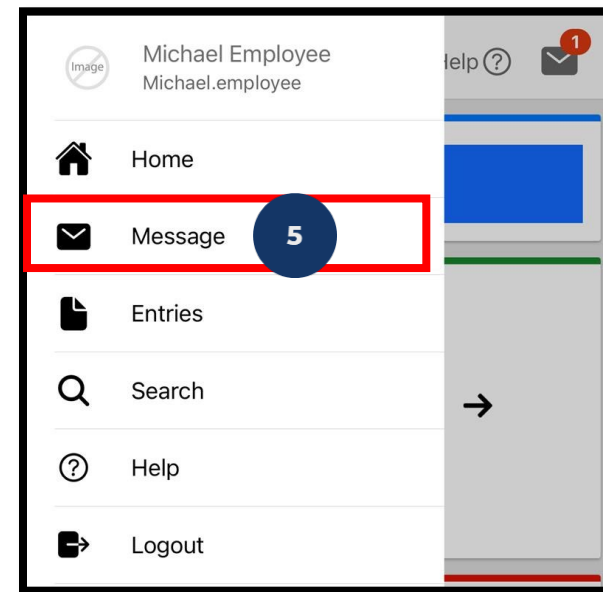
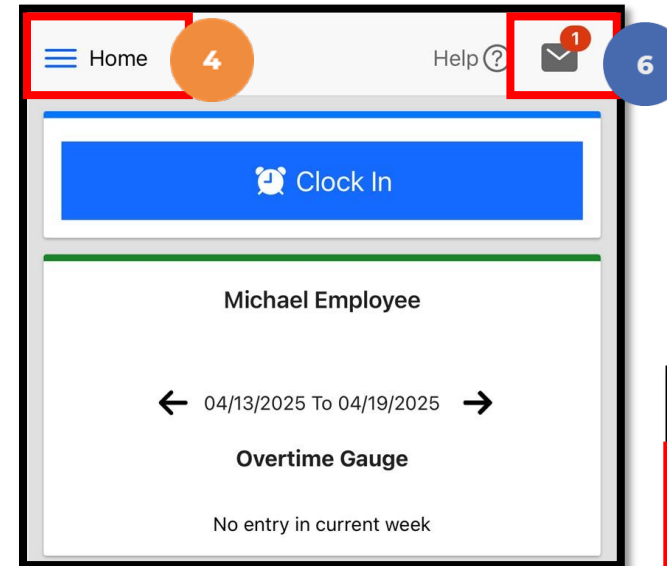


1. Enter employee credentials
  - ✓ Acumen provides a **username** and **password** on the Good to Go/Welcome letter
2. Optionally, select the **Remember me** button to remember the username.  
**\*Please note:** Do not use on a shared device
3. Tap the blue **Login** button to access the mobile app
  - ✓ The **Forgot Password** link is available if necessary but requires a valid email address to be on file
  - \*Please note:** Contact Acumen customer service or your support coordinator with any login issues

A screenshot of the mobile app login interface. At the top, it says "Login" and "EN". Below that is a dropdown menu showing "Acumen - All Other States - 228...". There are two input fields: "Username\*" with a callout "1" and "Password or PIN\*" with a callout "2" and a toggle icon. Below the fields is a radio button for "Remember me" with a callout "2". At the bottom is a large blue "Login" button with a callout "3" and a "Forgot Password?" link below it.

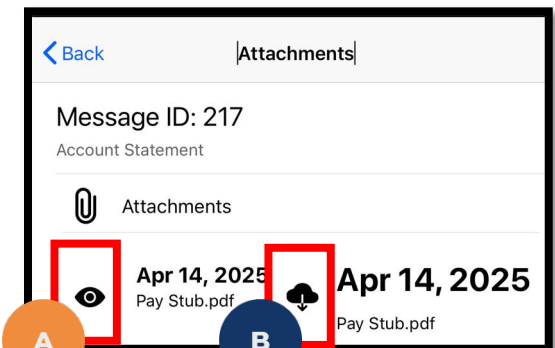
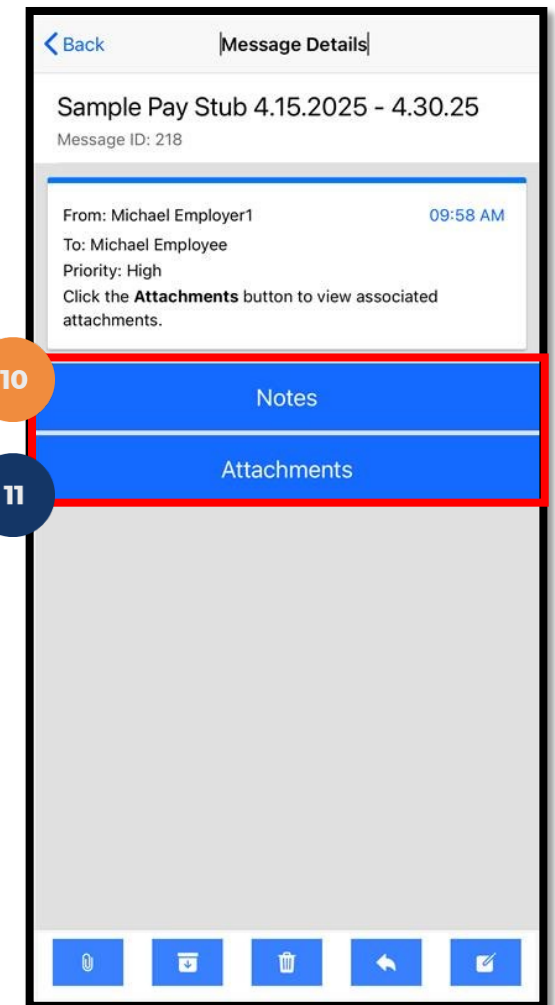
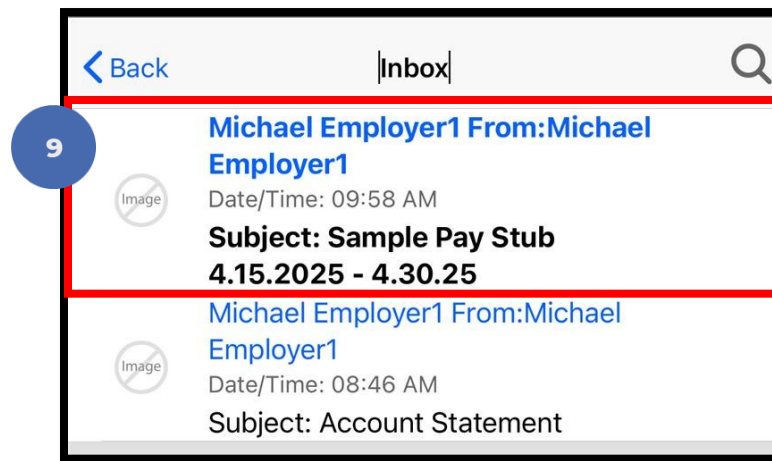
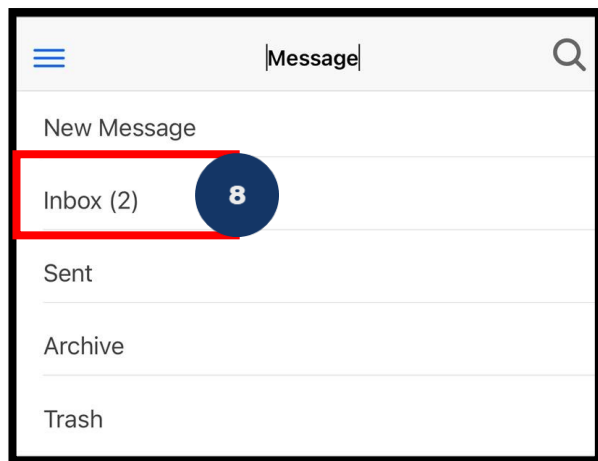
# View Messages in DCI Mobile App

4. Tap the **Menu** icon in the upper-left corner (three horizontal lines)
5. Select **Message**
6. **\*Please note:** The **Mail** icon (envelope) in the upper-right corner of the Dashboard takes users directly to the **Inbox**
7. The submenu for the messaging module contains the following tabs:
  - New Message – Tap to compose
  - Inbox – Where messages are stored
  - Sent – Access sent messages
  - Archive – Access archived messages
  - Trash – Deleted messages. Please note: This folder empties automatically.



# View Messages in DCI Mobile App

8. Tap **Inbox** from the messaging module submenu
  9. Tap on a message to view
  10. Tap the **Notes** button to view the associated notes/or to add notes to the message
  11. Tap the **Attachments** button
- Option A: Tap the **view** icon (eye) to view the attachment
  - Option B: Tap the **download** icon (cloud) to download the attached statement



# Attachment View Options



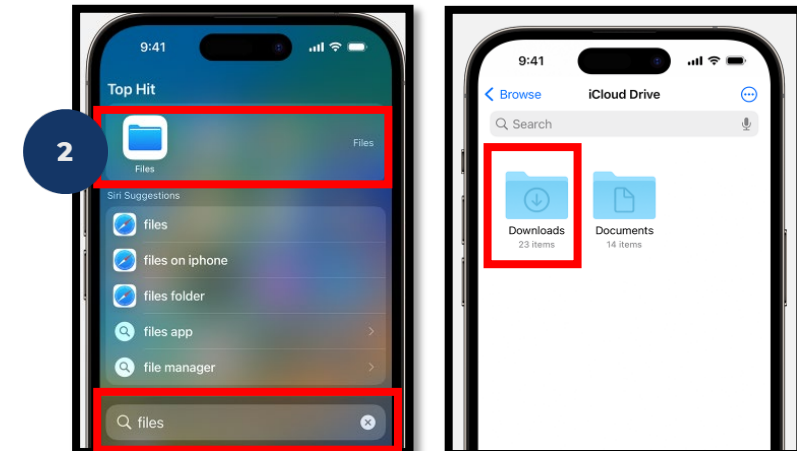
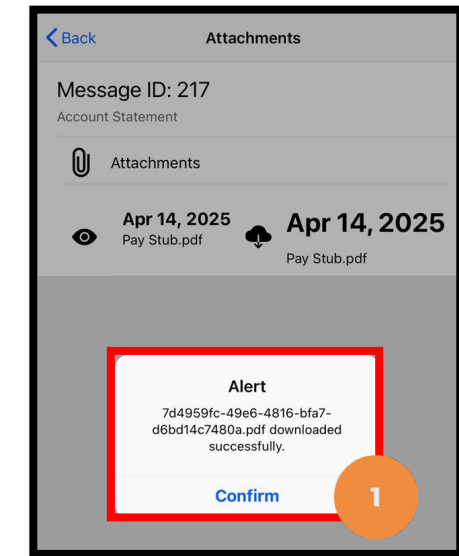
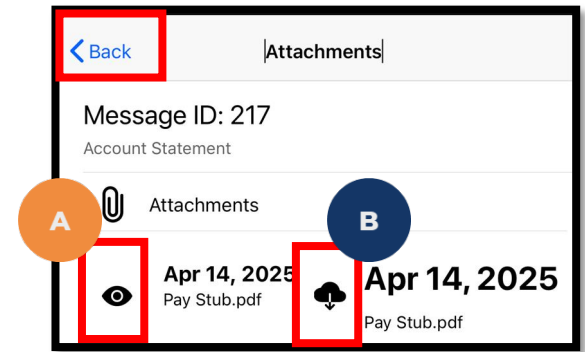
## iPhone Users:

**Option A:** Tap the **view** icon (eye) to view the attachment:

- The screen will display the attachment to view.
- Tap the **<Back** button to return to the Message Details, Inbox or Dashboard.

**Option B:** Tap the **download** icon (cloud) to download the attachment:

1. An **alert** appears indicating the download was successful. Tap **Confirm**.
2. Open the **Files** app. If unable to locate, swipe down from the center of your Home screen, then search for the Files app.
3. Tap the **Browse** tab
4. Tap **iCloud Drive**
5. Tap the **Downloads** folder to see the attachment. **\*Please note:** If attachment is not in iCloud Drive > Downloads, tap the **Browse** tab, then choose another location such as **On My iPhone** to search for the attachment.



# Attachment View Options



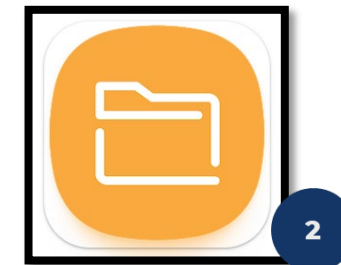
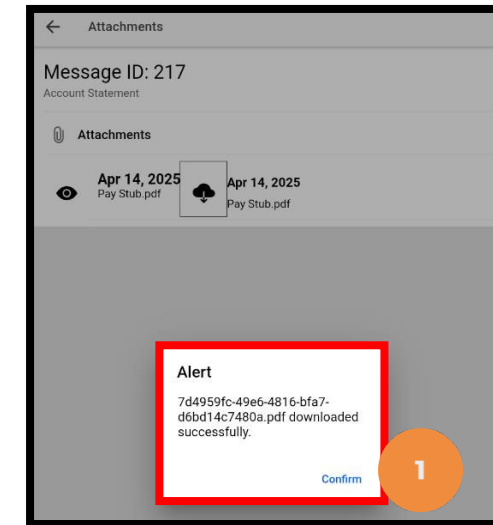
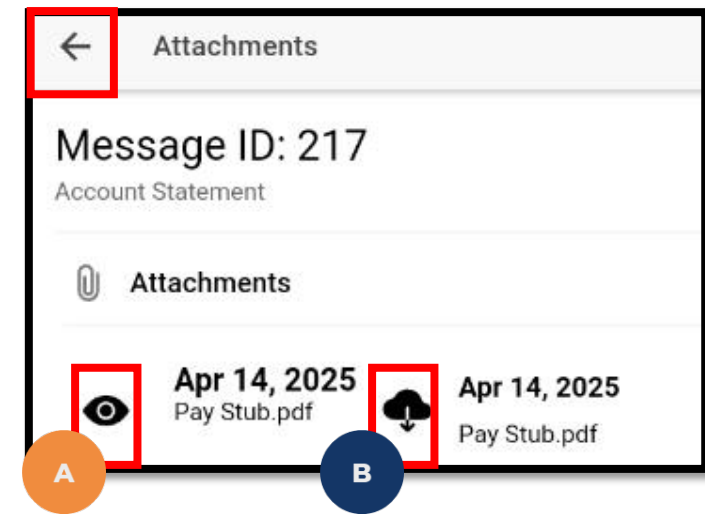
## Android Users:

**Option A:** Tap the **view** icon (eye) to view the attachment:

- The screen will display the attachment to view
- Tap the **back arrow** to return to the Message Details, Inbox or Dashboard.

**Option B:** Tap the **download** icon (cloud) to download the attachment:

1. An alert appears indicating the download was successful. Tap **Confirm**.
2. Open the **Files** or **My Files** app. If unable to locate, use the Search bar from the center of your Home screen to search for the Files or My Files app.
3. The **Files** or **My Files** app displays the most recent files downloaded. Locate the attachment within the **Recents** list.



# View Messages in DCI Mobile App



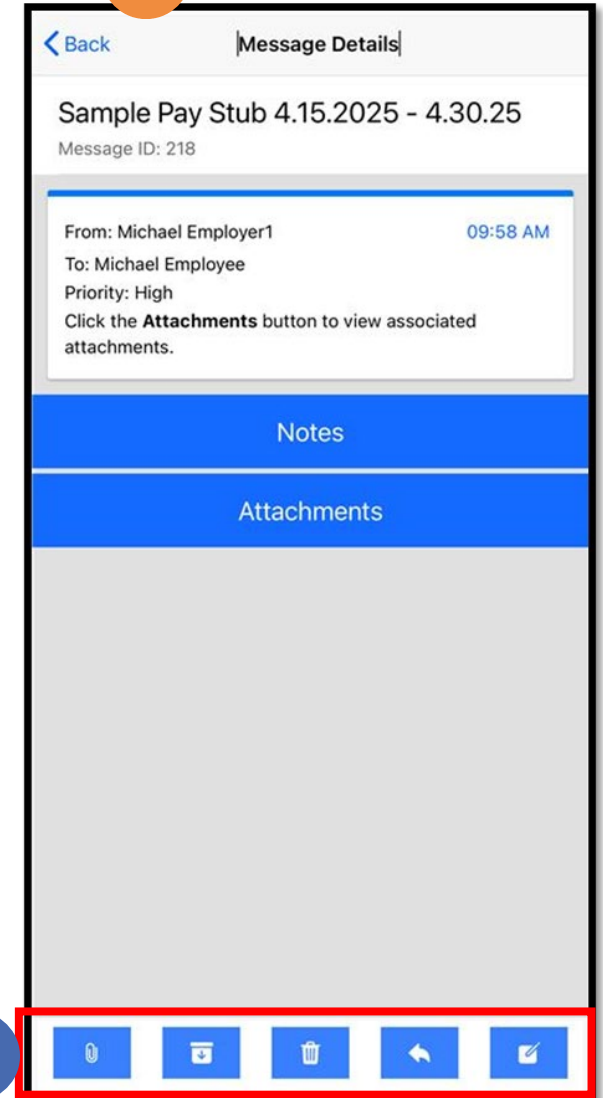
Acumen Fiscal Agent  
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12. The icons at the bottom of a message allow the user to take action. Those icons include:

- **Paper clip** – Access the device camera to attach a picture to the message
- **File cabinet** – Archive the message
- **Trash can** – Delete the message
- **Left Arrow** – Respond to the message
- **Paper & Pencil** – Create a new message

13. To exit a message, tap the **<Back** icon in the top left-hand corner of the open message.



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# Account Statements

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What do they look like?

# Account Statements (Employer)

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**To provide enhanced privacy and security, Acumen has activated a new feature in DCI for employers:**

- DCI Messaging for Account Statements notifies users when the account statement has been generated and is available for review
- Additionally, the messaging feature will allow users the ability to maintain, delete or archive their messages.
- Archiving messages provides the ability to save previous messages and attachments for record keeping

# Account Statement Information

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The following is a sample account statement which describes the information that is provided. Once Acumen processes an initial payment as the fiscal agent, the employer or authorized representative will begin receiving account statements. The account statement provides very important information that is essential in managing the individual's services. It is important that the reader understand this information. The date range is shown at the top right of the account statement. The account statement **ONLY** reports checks issued during this date range. The balance does not reflect any submissions for payments that have not been processed. The activity period does not reflect service dates; it reflects check processing dates. The statement is similar to the information provided on a bank statement when checks are written. A check may have been written on Monday but may not have been deducted from the account before the bank statement is provided. Remember that one of the benefits of using Web Time Entry is that you can access your account information 24 hours a day, 7 days a week. If you have any questions after reviewing the account statement sample or after receiving your account statement, please contact Acumen for assistance. Our Customer Service Representatives will be glad to assist you.

# How to Read an Account Statement

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# Account Statements



**Acumen Fiscal Agent**  
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## Acumen Fiscal Agent Account Statement

**Employer: SHORE, ALAN**  
4 JERSEY ST  
BOSTON MA, 02225-0000

Statement Date: 08/07/2025  
Participant ID: MA0000  
Program: MA PDP

### Employer Rates

Rate Type	Amount	Start Date
FICA	0.0620	1/01/2025
FUTA	0.0062	01/01/2025
Medicaid	0.0145	01/01/2025
SUTA	0.026	02/14/2025
Workers Comp.	0.029	01/01/2025

### Account Information

	Authorization Type	Initial Balance	Utilization	Remaining Balance	Pending Entries	Available
3380 Flex Funds 07/01/2024 - 06/30/2025	Dollar	700.00	695.98	4.02	0.00	4.02
5728 Goods/Services 07/01/2024 - 06/30/2025	Dollar	2400.00	2399.64	0.36	0.00	0.36
5714 Day Support 07/01/2024 - 06/30/2025	Dollar	68290.00	68015.08	274.92	0.00	274.92
5711 Beh Sup - MA 07/01/2025 - 06/30/2026	Dollar	19904.00	0.00	19904.00	530.24	19373.76
5282 Personal Agent 07/01/2025 - 06/30/2026	Dollar	9800.00	0.00	9800.00	0.00	9800.00
5784 Day Support 07/01/2025 - 06/30/2026	Dollar	56491.00	7152.61	49338.39	868.74	48469.65
5783 Home Support 07/01/2025 - 06/30/2026	Dollar	44052.00	6734.66	39317.34	284.85	39032.49
<b>Totals</b>		<b>\$203637.00</b>	<b>\$84997.97</b>	<b>\$118639.03</b>	<b>1983.83</b>	<b>\$116955.20</b>

### Employee Information

Employee Name	Status	Employee #
SHIRLEY SCHMIDT	Active	MA1111
DENNY CRANE	Active	MA2222
DENISE BAUER	Active	MA3333
MOORE DENNIS	Active	MA4444
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	Active	MA5555
TARA WILSON	Active	MA6666
BRAD CHASE	Active	MA7777
LORI COLSON	Active	MA8888
KATE LLOYD	Active	MA-33-4444

### Code and Rate Information

Employee Name	Description	Start Date	End Date	Rate
SHIRLEY SCHMIDT	5703 Home Support-Standard	04/08/2025		26.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	05/29/2025		27.00
MOORE DENNIS	5703 Home Support-Standard	12/22/2024		26.00
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	5300 Flex Funds-Standard	12/22/2024		1.00
TARA WILSON	5704 Day Support-Standard	05/22/2025		30.00
BRAD CHASE	5704 Day Support-Standard	02/03/2025		66.24
LORI COLSON	5703 Home Support-Standard	06/17/2025		26.00
KATE LLOYD	5704 Day Support-Standard	01/29/2025		30.00
SHIRLEY SCHMIDT	5703 Home Support-Standard	12/22/2024		30.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	04/08/2025		26.00
DEVILIN MOORE	5711 Beh Sup - MA-Standard	02/03/2025		132.56
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	5704 Day Support-Standard	06/17/2025		27.00
TARA WILSON	5703 Home Support-Standard	05/29/2025		26.00
BRAD CHASE	5704 Day Support-Standard	01/22/2025		26.00
LORI COLSON	5703 Home Support-Standard	05/22/2025		30.00

08/27/2025 11:46:22 AM

### Payroll Check Information

Remittance#:3333333  
Date:07/25/2025 Payee: SHIRLEY SCHMIDT  
Total Net:2399.64  
Gross:2399.64

### Disbursement Information

CheckNumber:003633333

CheckDate:07/25/2025

CheckNet:2399.64

### Payroll Check Information

Remittance#:3333333  
Date:07/25/2025 Payee: DENISE BAUER  
Total Net:2640.32  
Gross:3551.31

### Disbursement Information

CheckNumber:0444444

CheckDate:07/25/2025

CheckNet:2640.32

### Payroll Check Information

Remittance#:3333333  
Date:07/25/2025 Payee: TARA WILSON  
Total Net:2012.13  
Gross:2982.16

### Disbursement Information

CheckNumber:033333333

CheckDate:07/25/2025

CheckNet:2012.13

### Payroll Check Information

Remittance#:3333333  
Date:07/25/2025 Payee: DENISE BAUER  
Total Net:1038.58  
Gross:1281.60

### Disbursement Information

CheckNumber:0003619162

CheckDate:07/25/2025

CheckNet:1038.58

### Payroll Check Information

Remittance#:3622600  
Date:07/25/2025 Payee: LORI COLSON  
Total Net:695.98  
Gross:695.98

### Disbursement Information

CheckNumber:003621900

CheckDate:07/25/2025

CheckNet:695.98

### Payroll Check Information

Remittance#:3603241  
Date:08/08/2025 Payee: LORI COLSON  
Total Net:1670.14  
Gross:2108.96

### Disbursement Information

CheckNumber:003661846

CheckDate:08/08/2025

CheckNet:1670.14

### Payroll Check Information

Remittance#:3663872  
Date:08/08/2025 Payee: DENNY CRANE  
Total Net:976.63  
Gross:1198.80

### Disbursement Information

CheckNumber:003661844

CheckDate:08/08/2025

CheckNet:976.63

### Payroll Check Information

Remittance#:3662966  
Date:08/08/2025 Payee: DENNY CRANE  
Total Net:1801.39

### Disbursement Information

CheckNumber:003661844

CheckDate:08/08/2025

CheckNet:1801.39

08/27/2025 11:46:22 AM

Medicare:0.00  
BCAL:0.00  
SUTA:0.00  
NITA:0.00  
Work Comp:0.00

Medicare:1.49  
FICA:220.19  
SUTA:62.33  
FUTA:21.31  
Work Comp:102.99

Medicare:17.44  
FICA:160.09  
SUTA:67.14  
FUTA:15.49  
Work Comp:74.88

Medicare:18.58  
FICA:79.46  
SUTA:40.00  
FUTA:0.00  
Work Comp:37.17

Medicare:0.00  
BCAL:0.00  
SUTA:0.00  
NITA:0.00  
Work Comp:0.00

Medicare:20.58  
FICA:130.76  
SUTA:45.83  
FUTA:6.47  
Work Comp:61.16

Medicare:17.38  
FICA:74.58  
SUTA:46.47  
FUTA:0.00  
Work Comp:34.77

Medicare:20.29  
FICA:98.28  
SUTA:41.21

Total Net:1271.41  
Gross:1585.17

FUTA:0.77  
Work Comp:45.97

### Disbursement Information

CheckNumber:003661845

CheckDate:08/08/2025


CheckNet:1271.41

### Payroll Check - Punch Details

Check Number	Employee Name	Service Code	Work Date	Start Time	End Time	Pay Type	Wage	Hours
123456	SHIRLEY SCHMIDT	5728 Goods/Services	02/02/2025	12:00AM	12:00AM	Reimbursement	1.00	495.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	03/01/2025	12:00AM	12:00AM	Reimbursement	1.00	100.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	04/30/2025	12:00AM	12:00AM	Reimbursement	1.00	1166.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	108.87
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	138.11
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/29/2025	12:00AM	12:00AM	Reimbursement	1.00	59.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/01/2025	12:00AM	12:00AM	Reimbursement	1.00	287.50
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/23/2025	12:00AM	12:00AM	Reimbursement	1.00	43.26
123457	TARA WILSON	5704 Day Support	07/08/2025	10:00AM	7:11PM	Regular	30.00	9.18
123457	TARA WILSON	5704 Day Support	07/09/2025	10:00AM	7:02PM	Regular	30.00	9.03
123457	TARA WILSON	5703 Home Support	07/12/2025	8:00PM	8:08PM	Regular	30.00	3.13
123457	TARA WILSON	5704 Day Support	07/15/2025	10:00AM	7:14PM	Regular	30.00	9.23
123457	TARA WILSON	5704 Day Support	07/16/2025	10:15AM	7:02PM	Regular	30.00	8.82
123457	TARA WILSON	5703 Home Support	07/18/2025	8:00PM	8:09PM	Regular	30.00	3.83
123458	DENISE BAUER	5704 Day Support	06/02/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/04/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/12/2025	1:00AM	6:00PM	Regular	27.00	17.00
123458	DENISE BAUER	5704 Day Support	06/13/2025	10:00AM	3:00PM	Regular	27.00	5.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	8:00AM	12:00PM	Regular	27.00	4.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	3:00PM	7:00PM	Regular	27.00	5.50
123458	DENISE BAUER	5704 Day Support	06/26/2025	10:00AM	7:00PM	Regular	27.00	9.00
123458	DENISE BAUER	5703 Home Support	07/08/2025	9:53AM	7:01PM	Regular	27.00	9.13
123458	DENISE BAUER	5703 Home Support	07/10/2025	10:05AM	7:30PM	Regular	27.00	9.42
123458	DENISE BAUER	5703 Home Support	07/11/2025	10:00AM	6:59PM	Regular	27.00	8.98
123458	DENISE BAUER	5703 Home Support	07/12/2025	9:53AM	6:50PM	Regular	27.00	8.95
123458	DENISE BAUER	5703 Home Support	07/14/2025	8:29PM	7:00PM	Regular	27.00	4.13
123458	DENISE BAUER	5703 Home Support	07/15/2025	10:05AM	7:19PM	Regular	27.00	9.17
123458	DENISE BAUER	5703 Home Support	07/17/2025	9:53AM	7:12PM	Regular	27.00	22
123458	DENISE BAUER	5703 Home Support	07/18/2025	8:00PM	10:00PM	Regular	27.00	7.00
123458	DENISE BAUER	5703 Home Support	07/19/2025	10:03AM	7:00PM	Regular	27.00	9.03
123456	BRAD CHASE	5703 Home Support	07/04/2025	8:00PM	7:00PM	Regular	28.00	4.00
123456	BRAD CHASE	5703 Home Support	07/04/2025	3:00PM	7:00PM	Regular	28.00	-4.00
123456	BRAD CHASE	5704 Day Support	07/04/2025	9:51AM	7:07PM	Regular	28.00	4.21
123456	BRAD CHASE	5704 Day Support	07/04/2025	9:51AM	7:07PM	Overtime	42.00	5.86
123456	BRAD CHASE	5704 Day Support	07/06/2025	10:04AM	7:08PM	Regular	28.00	9.07
123456	BRAD CHASE	5704 Day Support	07/07/2025	10:12AM	7:10PM	Regular	28.00	8.97
123456	BRAD CHASE	5704 Day Support	07/09/2025	10:01AM	2:18PM	Regular	28.00	4.28
123456	BRAD CHASE	5704 Day Support	07/10/2025	10:05AM	7:00PM	Regular	28.00	8.92
123456	BRAD CHASE	5704 Day Support	07/11/2025	9:59AM	6:59PM	Regular	28.00	8.76
123456	BRAD CHASE	5704 Day Support	07/11/2025	9:59AM	6:59PM	Overtime	42.00	0.24
123456	BRAD CHASE	5704 Day Support	07/15/2025	9:52AM	7:00PM	Regular	28.00	9.13
123456	BRAD CHASE	5704 Day Support	07/14/2025	10:05AM	7:00PM	Regular	28.00	22
123456	BRAD CHASE	5704 Day Support	07/16/2025	10:03AM	2:07PM	Regular	28.00	4.07
123456	BRAD CHASE	5704 Day Support	07/17/2025	9:59AM	7:11PM	Regular	28.00	9.16
123456	BRAD CHASE	5704 Day Support	07/17/2025	9:59AM	7:11PM	Overtime	42.00	0.04
123456	BRAD CHASE	5704 Day Support	07/18/2025	10:04AM	6:59PM	Regular	28.00	6.42
123458	TARA WILSON	5300 Flex Funds	02/28/2025	12:00AM	12:00AM	Reimbursement		

# Account Statements





Acumen Fiscal Agent Account Statement

**1**

**Employer: SHORE, ALAN**  
**4 JERSEY ST**  
**BOSTON MA, 02225-0000**

**2**

**Statement Date:** 08/07/2025  
**Participant ID:** MA0000  
**Program:** MA PDP

**3**

Employer Rates		
Rate Type	Amount	Start Date
FICA	0.0620	1/01/2025
FICA	0.062	01/01/2025
FUTA	0.006	01/30/2025
Medicaid	0.0145	01/01/2025
SUTA	0.026	02/14/2025
WorkersComp	0.029	01/01/2025

**4**

Account Information						
	Authorization Type	Initial Balance	Utilization	Remaining Balance	Pending Entries	Available
5300 Flex Funds 07/01/2024 -06/30/2025	Dollar	700.00	695.98	4.02	0.00	4.02
5728 Goods/Services 07/01/2024 -06/30/2025	Dollar	2400.00	2399.64	0.36	0.00	0.36
5704 Day Support 07/01/2024 -06/30/2025	Dollar	68290.00	68015.08	274.92	0.00	274.92
5711 Beh Sup - MA 07/01/2025 -06/30/2026	Dollar	19904.00	0.00	19904.00	530.24	19373.76
5282 Personal Agent 07/01/2025 -06/30/2026	Dollar	9800.00	0.00	9800.00	0.00	9800.00
5704 Day Support 07/01/2025 -06/30/2026	Dollar	56491.00	7152.61	49338.39	868.74	48469.65
5703 Home Support 07/01/2025 -06/30/2026	Dollar	46052.00	6734.66	39317.34	284.85	39032.49
<b>Totals</b>		<b>\$203637.00</b>	<b>\$84997.97</b>	<b>\$118639.03</b>	<b>1683.83</b>	<b>\$116955.20</b>

1. Employer Demographic Information
2. Date of the Statement, Acumen Participant ID Number and Program Name
3. Employer Burden Rates (Taxes/Workers Comp). The cost to pay Employees.
4. Account Information
  - **Initial Balance:** Original amount
  - **Utilization:** What has already been used
  - **Remaining Balance:** What is available (including what is in pending entries)
  - **Pending Entries:** In the workflow to be approved and paid
  - **Available:** What is available currently (minus what is in pending entries)

# Account Statements



5. Employee Name, Status and Acumen Employee ID #

6. Code and Rate Information

- Each Employee will be listed as well as the type of service they are approved to provide
- Start date to provide that service
- Payrate for the Employee to provide that specific service

Employee Information <b>5</b>		
Employee Name	Status	Employee #
SHIRLEY SCHMIDT	Active	MA1111
DENNY CRANE	Active	MA2222
DENISE BAUER	Active	MA3333
MOORE DENNIS	Active	MA4444
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	Active	MA5555
TARA WILSON	Active	MA6666
BRAD CHASE	Active	MA7777
LORI COLSON	Active	MA8888
KATIE LLOYD	Active	MA-33-4444

Code and Rate Information <b>6</b>				
Employee Name	Description	Start Date	End Date	Rate
SHIRLEY SCHMIDT	5703 Home Support-Standard	04/08/2025		26.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	05/29/2025		27.00
MOORE DENNIS	5703 Home Support-Standard	12/22/2024		26.00
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	5300 Flex Funds-Standard	12/22/2024		1.00
TARA WILSON	5704 Day Support-Standard	05/22/2025		30.00
BRAD CHASE	5704 Day Support-Standard	02/03/2025		66.24
LORI COLSON	5703 Home Support-Standard	06/17/2025		28.00
KATIE LLOYD	5704 Day Support-Standard	01/29/2025		30.00
SHIRLEY SCHMIDT	5703 Home Support-Standard	12/22/2024		30.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	04/08/2025		26.00
DEVLIN MOORE	5711 Beh Sup - MA-Standard	02/03/2025		132.56
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	5704 Day Support-Standard	06/17/2025		28.00
TARA WILSON	5703 Home Support-Standard	05/29/2025		27.00
BRAD CHASE	5704 Day Support-Standard	01/22/2025		26.00
LORI COLSON	5703 Home Support-Standard	05/22/2025		30.00

# Account Statements



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<b>Payroll Check Information</b> Remittance#:3333333 Date:07/25/2025 Payee: SHIRLEY SCHMIDT Total Net:2399.64 Gross:2399.64	Medicare:0.00 FICA:0.00 SUTA:0.00 FUTA:0.00 Work Comp:0.00	Billing:2399.64
<b>Disbursement Information</b> CheckNumber:000333333	CheckDate:07/25/2025	CheckNet:2399.64
<b>Payroll Check Information</b> Remittance#:333333333 Date:07/25/2025 Payee: DENISE BAUER Total Net:2640.32 Gross:3551.31	Medicare:51.49 FICA:220.19 SUTA:92.33 FUTA:21.31 Work Comp:102.99	Billing:4039.62
<b>Disbursement Information</b> CheckNumber:0444444	CheckDate:07/25/2025	CheckNet:2640.32
<b>Payroll Check Information</b> Remittance#:3333333 Date:07/25/2025 Payee: TARA WILSON Total Net:2012.13 Gross:2582.16	Medicare:37.44 FICA:160.09 SUTA:67.14 FUTA:15.49 Work Comp:74.88	Billing:2937.20
<b>Disbursement Information</b> CheckNumber:033333333	CheckDate:07/25/2025	CheckNet:2012.13
<b>Payroll Check Information</b> Remittance#:3333333 Date:07/25/2025 Payee: DENISE BAUER Total Net:1038.58 Gross:1281.60	Medicare:18.58 FICA:79.46 SUTA:0.00 FUTA:0.00 Work Comp:37.17	Billing:1416.81

## 7. Details for each payroll check information

- **Remittance#:** Acumen Remittance Number
- **Date of Check**
- **Payee:** Employee who is receiving paycheck
- **Total Net:** Check amount after burden is removed
- **Gross:** Hours times the payrate
- **Medicare, FICA, SUTA, FUTA and Worker Comp** = Employer Burden
- **Check Net:** Same as Total Net
- **Billing:** Employer cost to pay that Employee to pay for that pay period, this is what is deducted from the authorization

# Account Statements



8

Payroll Check - Punch Details								
Check Number	Employee Name	Service Code	Work Date	Start Time	End Time	Pay Type	Wage	Hours
123456	SHIRLEY SCHMIDT	5728 Goods/Services	02/02/2025	12:00AM	12:00AM	Reimbursement	1.00	495.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	03/01/2025	12:00AM	12:00AM	Reimbursement	1.00	100.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	04/30/2025	12:00AM	12:00AM	Reimbursement	1.00	1166.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	108.87
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	138.11
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	59.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/01/2025	12:00AM	12:00AM	Reimbursement	1.00	287.50
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/23/2025	12:00AM	12:00AM	Reimbursement	1.00	43.26
123457	TARA WILSON	5704 Day Support	07/08/2025	10:00AM	7:11PM	Regular	30.00	9.18
123457	TARA WILSON	5704 Day Support	07/09/2025	10:00AM	7:02PM	Regular	30.00	9.03
123457	TARA WILSON	5703 Home Support	07/12/2025	5:00PM	8:08PM	Regular	30.00	3.13
123457	TARA WILSON	5704 Day Support	07/15/2025	10:00AM	7:14PM	Regular	30.00	9.23
123457	TARA WILSON	5704 Day Support	07/16/2025	10:13AM	7:02PM	Regular	30.00	8.82
123457	TARA WILSON	5703 Home Support	07/18/2025	5:00PM	8:20PM	Regular	30.00	3.33
123458	DENISE BAUER	5704 Day Support	06/02/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/04/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/12/2025	1:00AM	6:00PM	Regular	27.00	17.00
123458	DENISE BAUER	5704 Day Support	06/13/2025	10:00AM	3:00PM	Regular	27.00	5.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	8:00AM	12:00PM	Regular	27.00	4.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	1:30PM	7:00PM	Regular	27.00	5.50
123458	DFNISF BAUFR	5704 Day Support	06/26/2025	10:00AM	7:00PM	Regular	27.00	9.00

8. Details of all entries/punches on the paycheck for each Employee, including the service code, date of service, start and end time of the shift, payment type, hourly wage, hours worked per shift. Above you can see the details to Employee Tara Wilson!

# Account Statements



9. The last section on the Account Statement will be your summary for each Employee, including total hours worked and payment received!

<b>Payroll Summary</b>			
<b>Payee</b>	<b>Total Hours</b>	<b>Total Funds</b>	<b>Total Payment Received</b>
LORI COLSON	42.72	0.00	1038.58
KATIE LLOYD	39.96	0.00	976.63
SHIRLEY SCHMIDT	2399.64	0.00	2399.64
DENNY CRANE	695.98	0.00	695.98
DENISE BAUER	58.71	0.00	1271.41
DEVLIN MOORE	131.53	0.00	2640.32
LORI COLSON	75.32	0.00	1670.14
KATIE LLOYD	97.55	0.00	2012.13

# Paystubs

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# Paystubs (Employee)

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- Employees (including compensated caregivers) who use direct deposit/Money Market pay card for their paychecks will only retrieve electronic paystubs in their secure message center on DCI messaging
- DCI messaging is secure
- If you currently receive paper paychecks, you will continue to receive paystubs attached to your paychecks in the mail.
- **Wells Fargo:** You are now able to retrieve paystubs from the DCI Messaging Portal, no need to use a separate Wells Fargo site.

# Paystubs (Employee)



## Paystub Call Outs:

1. Portal Reference Number is the Acumen Employee Number
2. Different Rates = Different Service Codes
  - Overtime will be listed as time and a half the regular hourly rate
3. If Employee has garnishments, it will be listed under deductions

1

2

3

<b>PATRICIA EMPLOYEE</b> Employee Type: Hourly Non-Exempt 1234 SESAME RD BOSTON MA 05438 LAST 4 TAX IDENTIFIER: 1234 PORTAL REFERENCE: MA23407			Acumen Fiscal Agent, on behalf of <b>ER: JONI M EMPLOYER</b> 16460 HWY 234 BOSTON MA 54438 PHONE NO.: (985) 123-1234 TAX IDENTIFIER: 12-1212121 STATE TAX ID: 00000-001-300			PAY DATE: 08/22/2025 PERIOD START: 07/27/2025 PERIOD END: 08/09/2025		
HOURS AND EARNINGS			DEDUCTIONS			TAXES		
	HOURS	RATE	EARNINGS			MEDICARE		\$ 1.08
REGULAR	2.98	\$ 16.31	\$ 48.60			FICA		\$ 4.61
REGULAR	2.00	\$ 12.91	\$ 25.82					
TOTALS	4.98		\$ 74.42					
GROSS PAY:			\$ 74.42	TOTAL DEDUCTIONS:	\$ 0.00	TOTAL EMPLOYEE TAXES:		\$ 5.69
						<b>NET PAY:</b>		\$ 68.73
YEAR TO DATE (YTD) EARNINGS			YEAR TO DATE (YTD) DEDUCTIONS			YEAR TO DATE (YTD) TAXES		
			EARNINGS			MEDICARE		\$ 1.08
REGULAR			\$ 74.42			FICA		\$ 4.61
TOTALS			\$ 74.42					
TOTAL YTD EARNINGS:			\$ 74.42	TOTAL YTD DEDUCTIONS:	\$ 0.00	TOTAL YTD TAXES:		\$ 5.69
DIRECT DEPOSIT / CHECK DETAILS								
PAYMENT METHOD:			LIVE CHECK			AMOUNT:		
								\$ 68.73
<b>TOTAL NET PAY:</b>								\$ 68.73

Acumen Fiscal Agent 000111125

5416 E Baseline Rd  
Suite 200  
Mesa, AZ 85206

DATE August 22, 2025

PAY TO THE ORDER OF PATRICIA EMPLOYEE \$ 68.73

Sixty-eight dollars and 73/100 DOLLARS

FOR RECORD PURPOSES ONLY  
\*\*NON-NEGOTIABLE\*\*

MEMO \_\_\_\_\_

⑆0003714125⑆ t122105278t 6123013044⑆

# Resources