Acumen powered by DCI Software

NC MCO Bonus and Reimbursement Requests

Bonus Requests

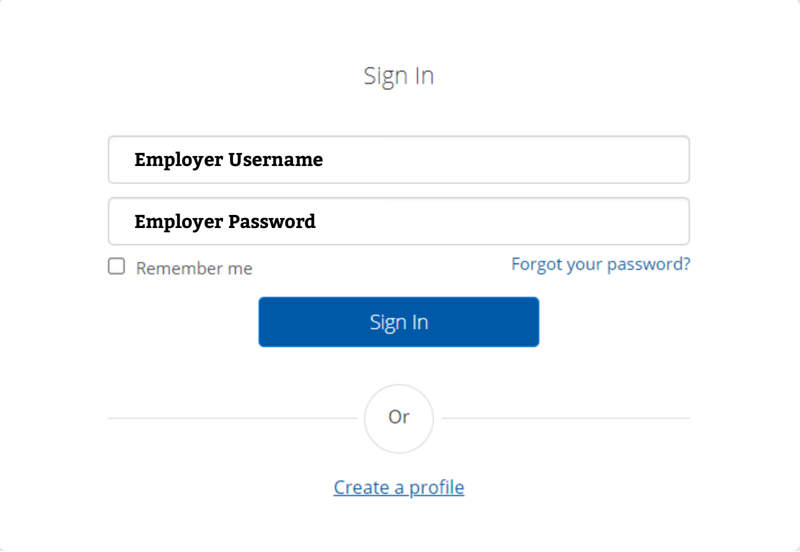
Your savings are used to pay employee's bonuses, mileage, and trainings. Please check to make sure there is an active account in DCI with funds available before submitting a request. Go to the Dashboard – go to section that says authorizations, enter clients name and all active authorizations will appear for your review.

- Partners: x**BOBP** (expires 60 days after plan year)**
- Alliance: **AFUND** (expires 60 days after plan year)**
- Sandhills: **BSBS** (expires 90 days after plan year)**
- Trillium: **Trillium Reserve** (no expiration)
- Vaya: **Vaya FUND Bonus** (no expiration)

****IMPORTANT: Funds do not roll over- you must use them by the expiration date****

Accessing the DCI Employer Web Portal

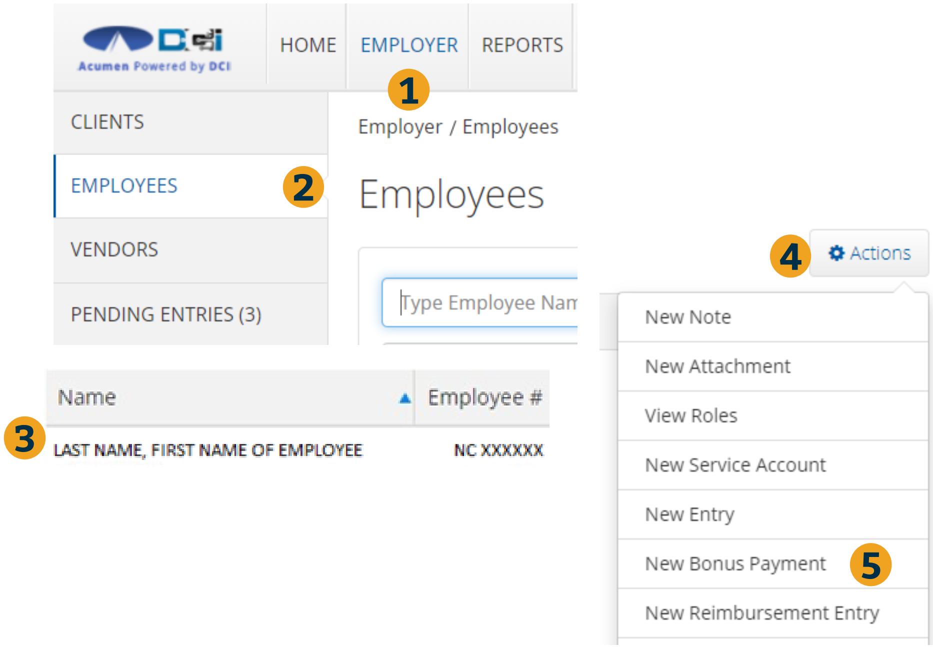
1. Open an Internet Browser on a computer or mobile device
   - Google Chrome is preferred
2. Navigate to the DCI Web Portal
3. Enter Employer Username and Password
   - Credentials provided by Acumen
4. Utilize Forgot Password link if necessary
5. Contact Acumen Agent with login issues
6. This is the same login you use to approve time entered by staff.



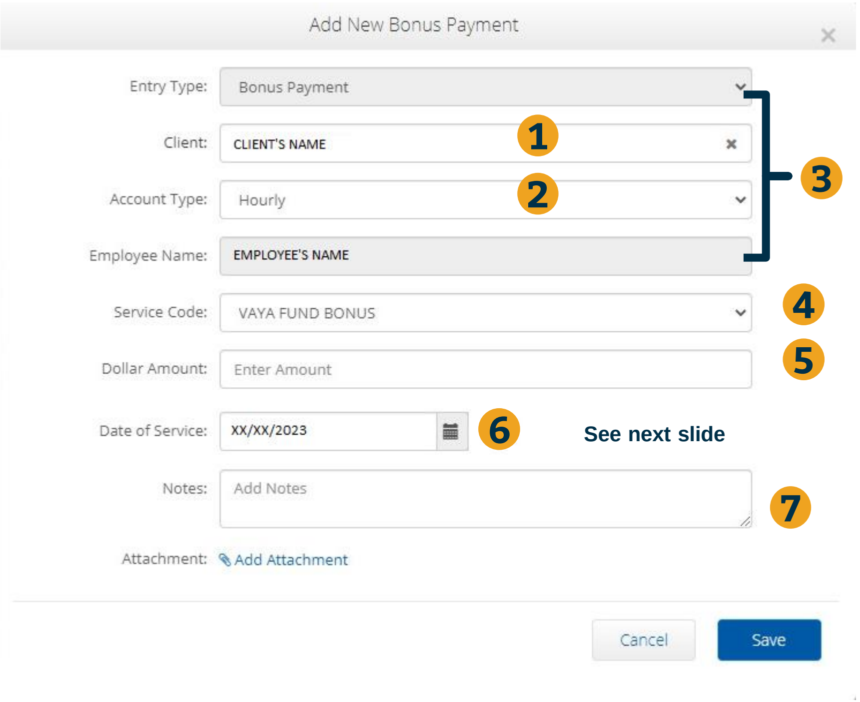
**Only the Employer can submit Employee Bonus Entry*

Bonus: Paying an Active Employee

1. Open Employee Profile
2. Ensure Employer Tab is selected
3. Select Employee Tab on left side
4. Select Employee Name from list
5. Select Actions on the top right
6. Select New Bonus Payment



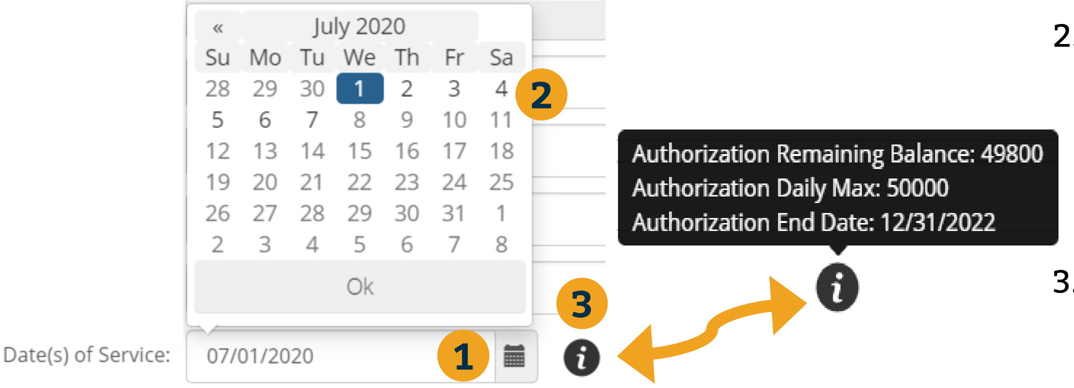
Add New Bonus Entry



1. Type Client/Employer name then select from list
2. Account Type is **Hourly**
3. Entry Type & Employee Name are Auto Selected (based on previous employee selection)
4. Select your Bonus service code
5. Total Bonus Amount
6. Enter your date of service*
7. In the Notes section, enter in a note regarding your bonus. Notes will appear as optional and are required.

*See next slide for additional date considerations

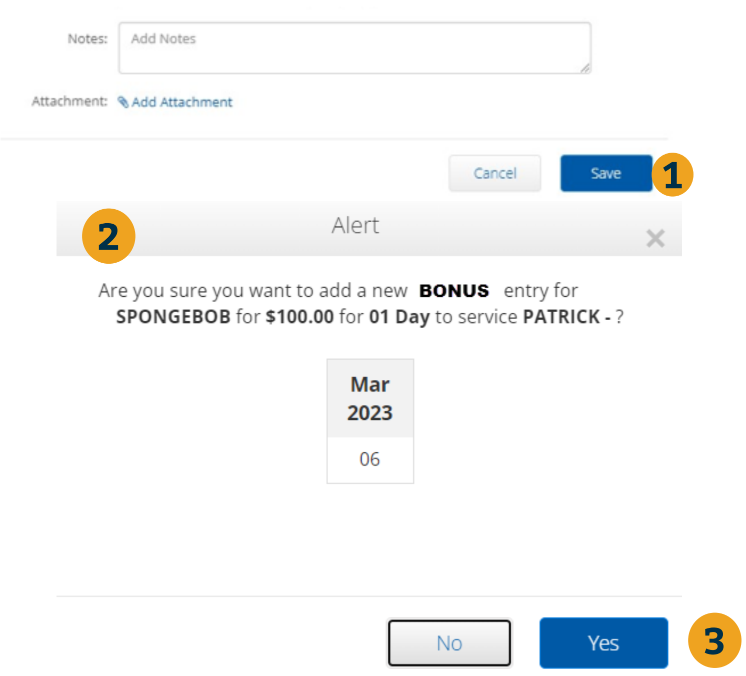
Add New Bonus Entry



1. Click in box to bring up calendar
2. Select a date within the authorization you want to pay your bonus from by clicking on the date*
3. Hover over ***"i"*** icon to view your current Authorization balance

*The date you select is important. It will need to be a date within the authorization you want to pay your bonus from for the funds to come out of the correct authorizations.

Add New Bonus Entry Cont.

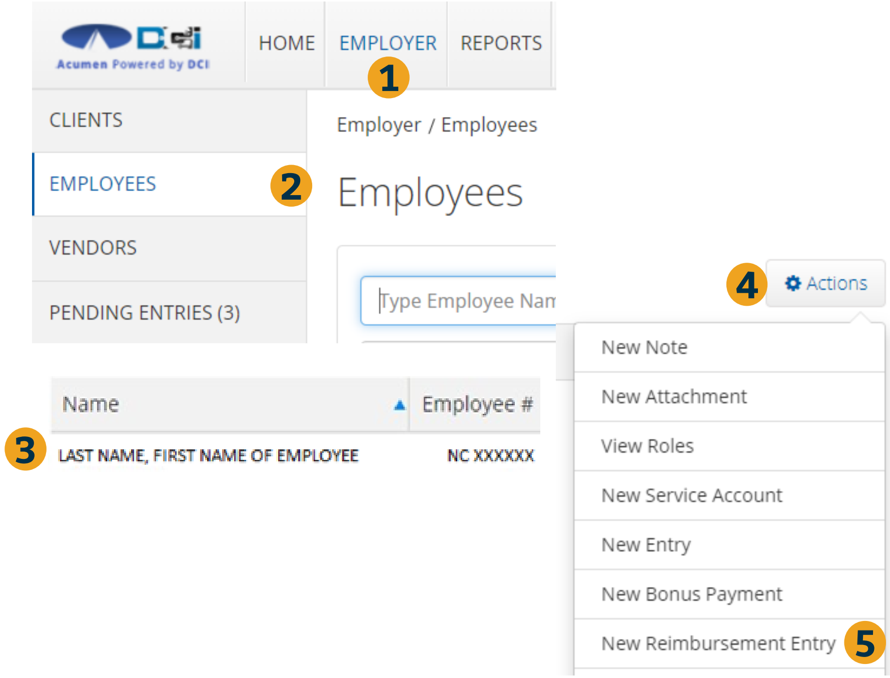


1. Click Save to finish process
2. Confirm details for this entry
3. Click Yes to submit Entry

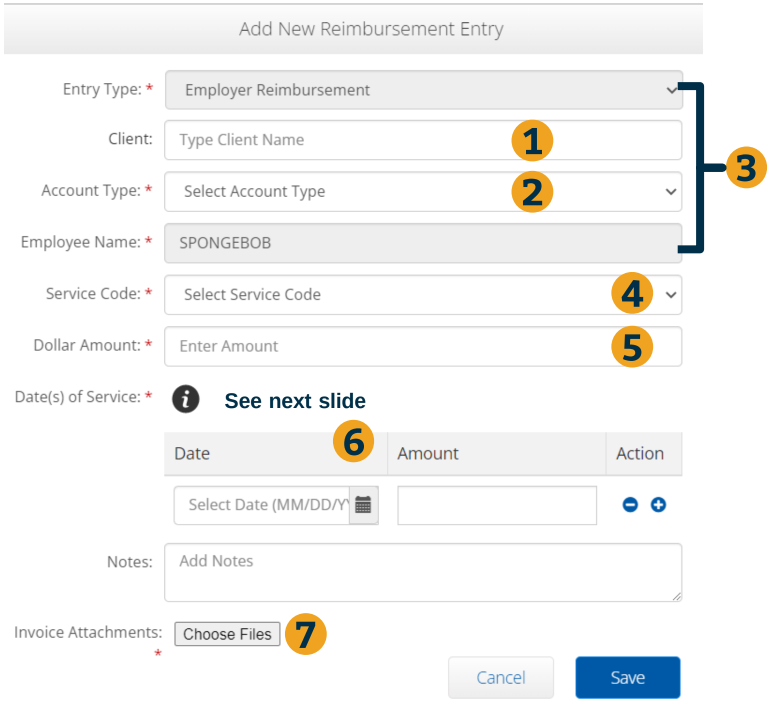
The Bonus Entry will then be submitted for review. The status is visible in the Client's profile and listed with the Entries.

Reimbursements: Paying an Active Employee

1. Open Employee Profile
2. Ensure Employer Tab is selected
3. Select Employee Tab on left side
4. Select Employee Name from list
5. Select Actions on the top right
6. Select New Reimbursement Entry



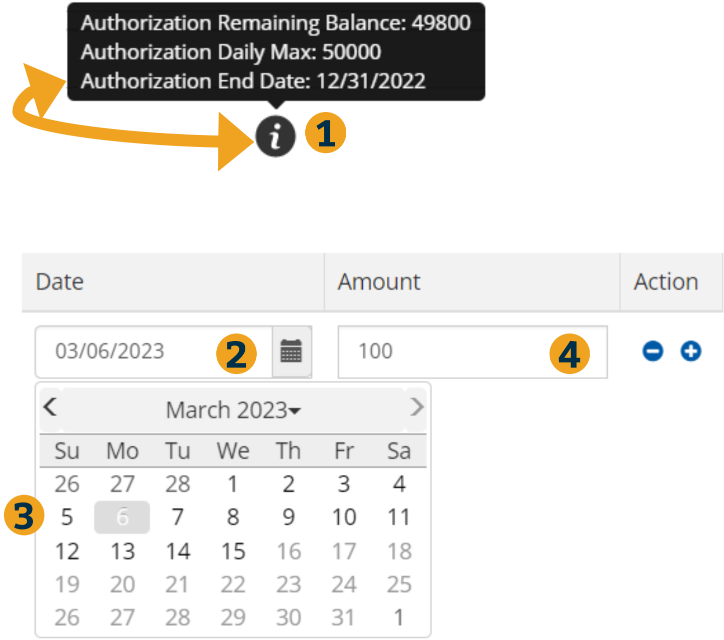
Add New Reimbursement Entry



1. Type Client/Employer name then select from list
2. Select Account Type: Hourly
3. Entry Type & Employee Name are Auto Selected (based on previous employee selection)
4. Select your Reimbursement Service Code^
5. Enter Total Reimbursement Amount
6. Enter your date of service* and amount needed.
7. Attachments are required for reimbursements~

^ Reimbursements can only be submitted for employee reimbursement, not employer reimbursement.
** See next slide for additional date considerations*
~ Amount listed must match invoice or receipt if attached below. The attachments must include an invoice or Acumen Reimbursement Request Form.

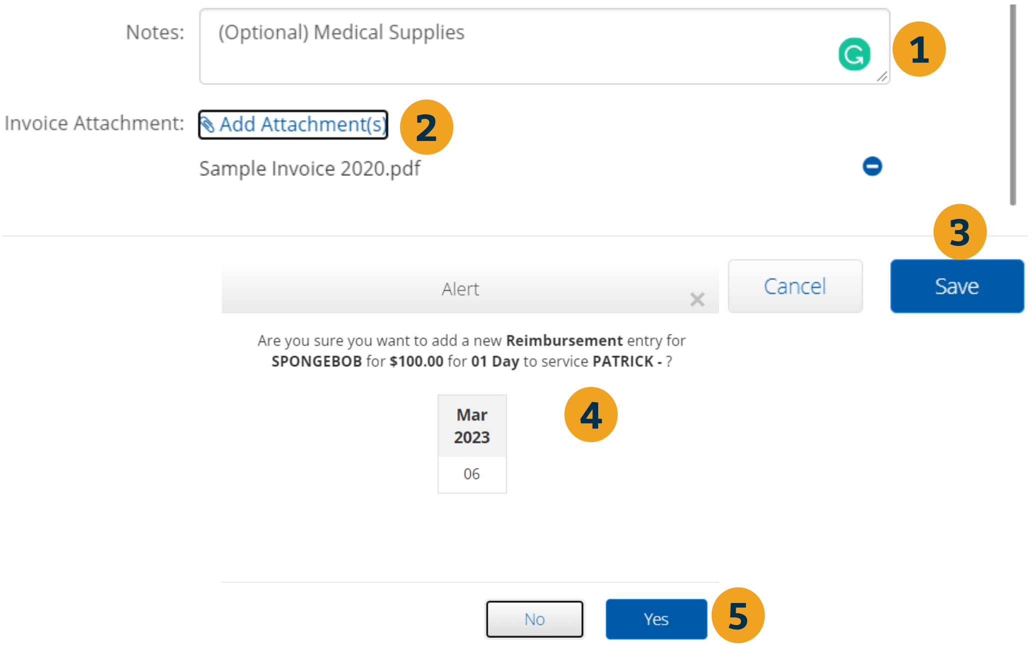
Add New Reimbursement Entry



1. Hover over *"i"* icon to view Auth balance
2. Click in Date of Service box to bring up calendar
3. Select an applicable service date
4. Enter total amount listed on invoice*

**The total of all amounts listed must also match Dollar Amount box on previous page.*

Add New Reimbursement Entry Cont.



1. Entry Notes are Optional
2. Attachments are required for reimbursement requests - Attach either an Invoice or Acumen Reimbursement Request Form, whichever is applicable
3. Click Save to finish process
4. Confirm details for this entry
5. Click Yes to submit Entry

The Reimbursement Entry will then be submitted for review. The status is visible in the Client's profile and listed with the Entries.

What happens next?

1. Entries will initially appear in the unvalidated status on in DCI.
2. After 30 minutes, the entry will change to the pending status in DCI.
3. Acumen will review and approve all bonus and reimbursement requests.

- If Approved, status will change and payment will be made at scheduled time.

- If an entry needs rejected, you will need to reach out to your agent for assistance.

Entries

Showing **30** out of **198** records

Id	Service Date	Type	Service Code	Cost Center	Employee /Program /Vendor Name	Ref.	Amount	Unit Type	Status 2	Client Sign-off
1030	Jul 01, 2020	Employer BONUS	BONUS	LA-010 TEST ER - LA-010 TEST ER	EMPLOYER ELLEN		100.00	Dollar	Pending	N/A

Helpful Tips

- Employee bonuses and reimbursements follow the same schedule as payroll – they must be submitted within the pay cycle, by the time entry due date, to receive with paycheck; payment(s) will show on the employee's pay stub
- The employer of record is responsible for approving requests just as you approve employee time
- No bonus payment form is needed!
- For all reimbursements, including training - please upload the invoice when you submit the request
- All reimbursements/bonuses will follow the directions outlined in this training

Where to go for help?

- **Utilize our DCI Training Materials for more help**
    - This will give you a full list of Training Materials for DCI
- **Contact your Acumen NC Agent for more help**
    - ncmcoagents@acumen2.net

Phone: (866) 811 - 3099

acumenfiscalagent.com

Thank you!

Visit the **Acumen Help Center** to learn more at:
acumenfiscalagent.zendesk.com