



Electronic Timesheets Agreement

I. About The Electronic Timesheets Module

- a. The Electronic Timesheets Module is a web-based interface through which Employers, Representatives, Employees, and FMSA staff can respectively view relevant timesheet information.
- b. Employers, Representatives and Employees will be able to use the system to both submit and approve timesheets electronically for payment by the FMSA.
- c. An Employer is not required to have a Representative in order to use the system. But in cases where an Employer does have a Representative and the Employer approves the Representative to have access to the Electronic Timesheets Submission Interface, both the Employer and his/her Representative will have identical abilities to enter and approve timesheets for payment. If the Employer does not feel comfortable with the electronic interface, the Representative has the ability to handle all of the Employer's timesheet submission and approval responsibilities.

II. Terms and Conditions

By signing below, you are agreeing to the following Terms and Conditions:

- a. The Employer and/or his/her Representative (if applicable) and the Employee must have valid e-mail addresses that they access frequently.
- b. The Employer, his/her Representative (if applicable) and the Employee agree to use the Electronic Timesheets Submission Interface as a method of submitting timesheets.
 - Signing this Agreement does not require you to only use the Electronic Timesheets Submission Interface. Other methods of submitting time, such as faxing or mailing, are still acceptable.
 - Only one method of time sheet submittal per pay period will be accepted.
 - E-Time sheets are for hours worked only.
 - Bonuses must still be submitted via paper time sheet. E-Time sheets cannot be used for bonus request.
- c. A timesheet may not be submitted electronically if the Employer and the Employee have not both signed and agreed to use the Electronic Timesheets Submission Interface via this Agreement.
 - If the Employer approves their Representative to use the system, then the Representative must also sign this Agreement.
- d. An individual Electronic Timesheets Agreement is required for each Participant/Employee relationship that chooses to use the Electronic Timesheets Submission Interface.
 - This is true even if the Participant or Employee is already using the Electronic Timesheets Submission Interface in another Participant/Employee relationship.

Individual receiving services: _____

Employer E-mail: _____

Employee E-mail: _____

Designated Representative E-mail: _____

Employer Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Designated Representative Signature: _____ Date: _____