

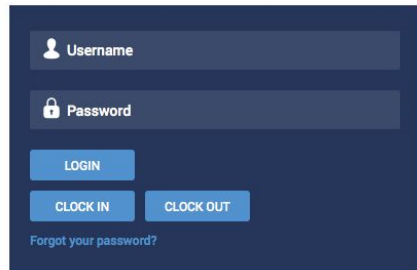
HOW TO SET UP YOUR ACROTIME ACCOUNT

Acrotime

Acrotime is a cloud-based software that we use to manage time and attendance, scheduling time off, and other HR functions.

<https://secure.entertimeonline.com/ta/fukujilum.clock>

FUKUJI & LUM PHYSICAL THERAPY ASSOCIATES, INC.



You need to Login the first time you are using Acrotime.

Username: first initial last name (for example: hlau)

Password: Password1\$

Login

A **CHANGE PASSWORD** screen will appear.

Password needs to have a capital letter, lower case, number, and a symbol.

Create a New Password

Confirm New Password

Change

CONFIGURE VIRTUAL CODE SETTINGS (Text and email options recommended for 2-step verification purposes.)

Text Message # (enter 10 digit cell phone number for easy pass code retrieval.)

Voice Phone #

Email

Save

Whenever you login for the first time on any computer, the system will ask you to validate your identity when you log in. A code will be sent to the method you choose when you configure your virtual settings. Methods: text message, voice, or email

If you choose the text option,

Click the **Send Text** button. **STAY ON THIS SCREEN**

Retrieve code from text and **Enter Code** in the designated area.

Check the box so that the system remembers your computer and browser.

After the first time you login and complete setup, you can **Clock In** or **Clock Out** from the login page

Please Clock In and Clock Out in real time. Your CD will be reviewing your timesheet at the end of each pay period.

Employees can also click **Login** to view/print their timesheets, add notes to their timesheet, etc.

1. **See AcroTime Employee Quick Start Guide**
2. **Clock out for lunch, usually from 12:30pm - 1:30pm**

DAILY

- **Login** and review your timesheet daily to make sure all the information is correct.

END OF PAY PERIOD

- **Submit** your timesheet on the 15th and 30th/31st (or the last day of the month) so that your CD can approve it.

When you login, you will see this:

LOCATION	DEPARTMENT	TIME OFF	PAY CATEGORY	IN DATE	FROM	TO	RAW TOTAL	CALC. TOTAL
Kailua				Wed 1			0.00	0.00
Day Total:							0.00	0.00
Timesheet Total:							0.00	0.00

You can also **Clock In**, and **Clock Out** from this screen.

➤Location:

Your Location will be defaulted to your home clinic. **However, make sure the clinic location is correct if you work at more than one clinic.**

Use the drop down menu to change clinics. **If you don't see a certain clinic, you will need to add it by clicking on the icon with the magnifying glass.** A location menu will appear and click on the right clinic.

There is also an Acrotime App

App Name: **TotalHRWorks**

Company name: **fukujilum**

Username: **AcroTime username (first initial last name)**

Password: **same as your current AcroTime login**