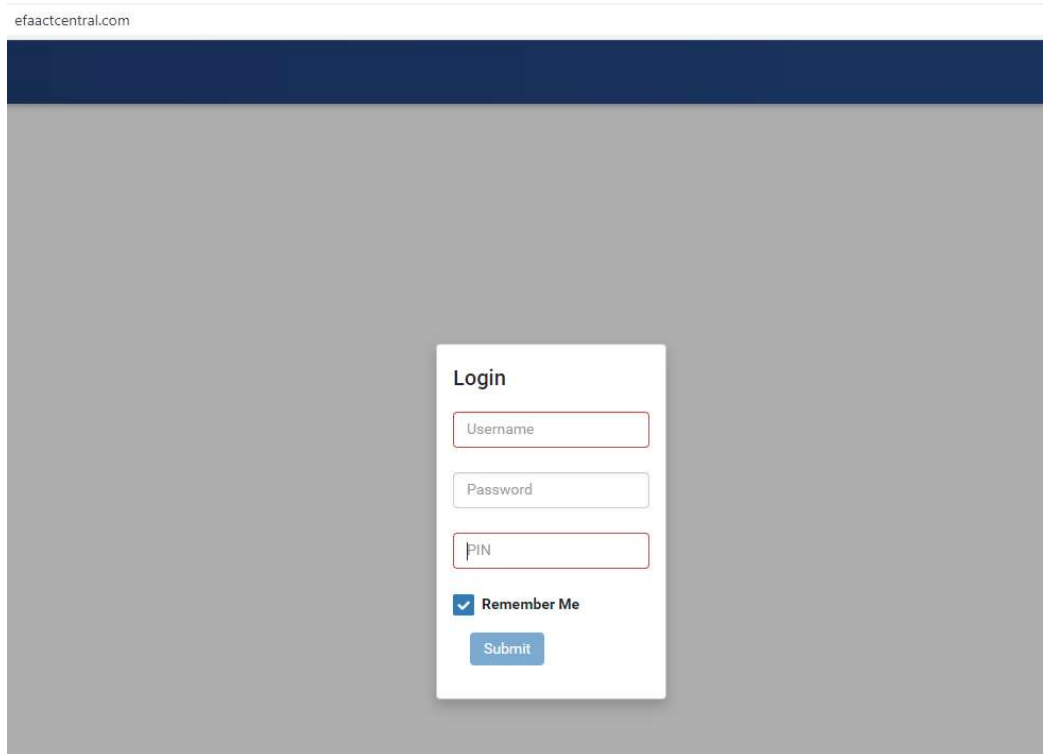


2022 eFAACT Central introductory email

To enter your time, you will go to this website.

<https://efaactcentral.com>



efaactcentral.com

**Login**

Username

Password

PIN

Remember Me

Submit

Your username is your e-mail address.

Your password is the same as your current one.

Your PIN is also the same: 0LMPOY “Zero” Capital LMPOY

When you log in, you will want to check the Remember Me box on the login page as this will retain your pin for future logins. You will also want to save this web address as a favorite.

Upon signing in. Click “Time Entry”



At the top of the screen, there is a video icon. Click here for a brief video introducing the process of time entry.



[https://www.efaactcentral.com/efaactvideos/timecardentry\\_clip.mp4](https://www.efaactcentral.com/efaactvideos/timecardentry_clip.mp4)

Please login immediately to familiarize yourself with this system and verify that you can access it. **Timekeeping on eFAACT Central will begin 1/10/2022.** Please feel free to email [pzerhusen@dse-inc.net](mailto:pzerhusen@dse-inc.net) with any questions or problems regarding timesheet entry.

**You are required to enter your time at the end of each day before you leave. Your time must be signed daily (this system essentially signs all lines where time is entered when you sign your time) or by COB on Friday for the week. At that time, your supervisor will approve your timesheet which will be imported into the accounting system at 10am each Monday.**

The eFAACT administrator, Phyllis Zerhusen & Amy-Jo Kooy, will be monitoring timesheet entry and will be in communication daily with anyone out of compliance with our policy. Timekeeping non-compliance is a serious violation and can lead to the loss of our government contracts. Non-compliance is considered grounds for termination. Falsification of timesheets is a federal crime and is punishable under 18 United States Code (U.S.C.) 1001.

### SUBMITTING TIMECARDS

You can either sign timecards daily or at the end of the week by COB Friday.

