

PPL E-Timesheet Instructions

Instructions for Employees

E-timesheets allow you to fill-out and submit your timesheets online, view the status of timesheets, and search for timesheets previously entered into the system. All of this can be done at your convenience and without having to call PPL's customer service to confirm that your timesheet was received.

Remember: Before you start using e-timesheets, you must first be a registered user. Please follow the *BetterOnline Web Portal Registration* instructions included in your enrollment packet to become a registered user. You may also download instructions from our website.

Employee: How to Create and Submit an E-Timesheet

1. Log into the PPL BetterOnline™ web portal using your username and password:

<https://fms.publicpartnerships.com>

2. You will default onto the Timesheet List page. You will see the Create Timesheet and Search Timesheet options directly beneath the dark green banner.

Member Search | Timesheets | Contact Us

Create Timesheet | **Search Timesheet** | Timesheet Templates |

Timesheet List

Timesheet Status: Unpaid

Timesheet Start Date Range: any - any

Timesheet Submitted Date Range: any - any

Check Number

Search

3. Click on the Create Timesheet hyperlink. You will be directed to the Member Search page. From here you will see a list of all the members you work for.

Member Search | Timesheets | Contact Us

Create Timesheet

To create a timesheet, first select your member.

Advanced Search

Member	Member ID	City	Birth Date	Good To Serve*	Employer of Record Name	Create Timesheet
MEMBER, TEST	C001170	BOSTON	01/01/1925	No	TEST MARK	Create Timesheet

*Good to Serve status is based on today's date 08/27/2014. Please note: The good to serve status may be different for the actual date of service.


4. Click on Create Timesheet, next to the member you would like to submit time for.
5. You will be prompted to enter a Time Period. The easiest way to do this is to click on the calendar icon next to the empty box and choose the date from the calendar that corresponds to the first date worked that you would like to submit.
6. After selecting your pay period, you will be taken to the Submit Timesheet screen. From here, you will enter the time you worked during the selected pay period.

Submit Timesheet

TestProvider DoC
 Provider ID: E010102

Timesheet for TestConsumer DoC

Consumer ID: C000889
 Consumer Phone No: [666-666-6666](tel:666-666-6666)
 Service: S5125 - Self-Directed Attendant Care
 Authorization Dates: 01/01/15 - 12/31/15

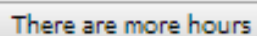
Time Period: Begin: Monday 01/26/2015. Click on the calendar to select different dates. 

Date	Hours
01/26/2015 Monday	<div style="display: flex; justify-content: space-between;"> Time In Time Out </div> <div style="display: flex; align-items: center;"> Activity <div style="margin-left: 20px;"> <input type="text" value=""/> <input type="text" value=""/> </div> <div style="margin-left: 20px;"> <input type="text" value=""/> <input type="text" value=""/> </div> There are more hours Copy Paste </div>
01/27/2015 Tuesday	<div style="display: flex; justify-content: space-between;"> Time In Time Out </div> <div style="display: flex; align-items: center;"> Activity <div style="margin-left: 20px;"> <input type="text" value=""/> <input type="text" value=""/> </div> <div style="margin-left: 20px;"> <input type="text" value=""/> <input type="text" value=""/> </div> There are more hours Copy Paste </div>
01/28/2015 Wednesday	<div style="display: flex; justify-content: space-between;"> Time In Time Out </div> <div style="display: flex; align-items: center;"> Activity <div style="margin-left: 20px;"> <input type="text" value=""/> <input type="text" value=""/> </div> <div style="margin-left: 20px;"> <input type="text" value=""/> <input type="text" value=""/> </div> There are more hours Copy Paste </div>
01/29/2015 Thursday	<div style="display: flex; justify-content: space-between;"> Time In Time Out </div> <div style="display: flex; align-items: center;"> Activity <div style="margin-left: 20px;"> <input type="text" value=""/> <input type="text" value=""/> </div> <div style="margin-left: 20px;"> <input type="text" value=""/> <input type="text" value=""/> </div> There are more hours Copy Paste </div>
01/30/2015 Friday	<div style="display: flex; justify-content: space-between;"> Time In Time Out </div> <div style="display: flex; align-items: center;"> Activity <div style="margin-left: 20px;"> <input type="text" value=""/> <input type="text" value=""/> </div> <div style="margin-left: 20px;"> <input type="text" value=""/> <input type="text" value=""/> </div> There are more hours Copy Paste </div>
01/31/2015 Saturday	<div style="display: flex; justify-content: space-between;"> Time In Time Out </div>

7. Next, enter the Hours and Minutes you worked on that date.
 - Y To select the time of day you started, click on the Time In dropdown.
 - Y To select the time of day you ended click on the Time Out dropdown.

8. Click on the Activity Button.
 - Select one of the checkboxes and type in a brief description of your activity.
 - Click the OK button.

9. If you worked multiple shifts in one day, select the There are more hours button and a new line will appear on that date worked.

A rectangular button with a light blue border and a light blue background, containing the text "There are more hours" in a dark blue font.

10. When you have finished entering all of the days you worked in the pay period, scroll to the bottom of the page and click on the Next button.

A rectangular button with a light blue border and a light blue background, containing the text "Next" in a dark blue font.

11. You will be directed to the Confirm Timesheet page. On this page, you should review the timesheet you entered for completeness and accuracy.

12. If the timesheet has an error, you may scroll to the bottom of the page and click on the Edit button to make the necessary changes.
13. After verifying that the timesheet is accurate, click on the Submit button located near the bottom of the page.
14. After you click on the Submit button, you will be directed to a confirmation page letting you know that your timesheet has been submitted for approval.

Your timesheet has been updated and has been submitted to the member for approval.

TEST EMPLOYEE Employee ID: E001565	Timesheet for TEST MEMBER Member ID: C001170 Member Phone No: 6143610812	Timesheet ID : OK0000049244 Status: SUBMITTED
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Date	Total Daily Hours	Service	Service Code	Time In	Time Out	Hours Worked	Activities
08/01/2014 Friday							
08/02/2014 Saturday							
08/03/2014 Sunday							
08/04/2014 Monday	1 1/2 hours	Adv. Personal Assistance	SS12S TF	3:00 PM	4:35 PM	1 1/2 hours	

15. If there is a problem with your timesheet that would cause it to not be paid, then the PPL BetterOnline™ web portal will not allow the timesheet to be submitted for approval until the problem is fixed. You may contact our customer service center if you have a question about a specific pend message.

Examples:

- Y Overlapping time.
- Y Missing member or employee enrollment paperwork.
- Y Missing employee rate.

16. Once you have successfully submitted your timesheet for approval, it will be up to your employer to approve the timesheet. You may monitor the approval status by searching your timesheets and reviewing the Status.

- Y When approved, the status will updated from Submitted to Approved.
- Y Do not assume that if you submitted your timesheet it will be paid. Monitor the status of your timesheet and/or remind your Member/Employer to approve your timesheets in a timely manner.
- Y Once in an Approved status, it will be sent to PPL for payment in the next scheduled pay cycle.