

Benefits of Submitting My Timesheets Online

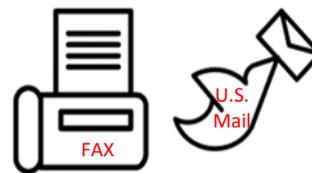
With the new IPOne system, you will have the option to submit your timesheets **electronically (e-timesheets)** by using:

- A Computer, Laptop, Tablet or
- The IPOne Mobile App

E-timesheets are fast and easy!



Paper timesheets take time!



<p>IPOne tells you immediately that your e-timesheet has been successfully submitted, or if there are corrections needed.</p>	<p>When you fax a paper timesheet, there is a chance that you have made mistakes, or it may not be readable when received. When you mail a paper timesheet, you are dependent upon the U.S. Mail service for delivery to get your timesheet to IPOne on time.</p>
<p>When you enter an e-timesheet, you can save your entries and fix mistakes or make adjustments before you submit your timesheet for payment. The system will tell you immediately if you've made a mistake or if there are authorization errors that need to be fixed by the case manager.</p>	<p>If you submit a paper timesheet and make a mistake or there are authorization errors, it will take time for errors to be discovered and corrected, and you may not get paid on time.</p>
<p>If you provide personal care assistance and another type of service to the same client, you can submit all service types on the same e-timesheet.</p>	<p>If you provide personal care assistance and another type of service to the same client, you have to submit a separate paper timesheet for each type of service.</p>
<p>If you work the same days of the week each week, you can create and save an e-timesheet template that will save the type of service, tasks, and number of hours you enter. Using a template takes less time than creating a new e-timesheet every time.</p>	<p>If you work the same schedule each pay period and use a paper timesheet, you have to fill out the number of hours and tasks every time for each service provided.</p>

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REMINDER: Your timesheets must be received prior to the submission deadline to ensure payment is issued on time.