

How to Submit My Timesheet Online

Congratulations on deciding to submit your timesheet online!

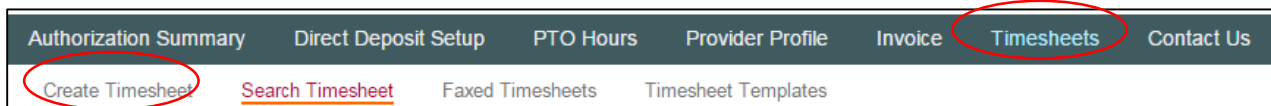
Using IPOne to submit your timesheets online (an **e-timesheet**) gives you confirmation that your **timesheet is correct** once submitted and that you will **get paid** on time for the time that you have reported.



You can use a **computer, laptop, tablet, or smart phone with internet access** to log on to the IPOne portal.

Entering E-Timesheets

- Log in to IPOne with the username and password you created. Follow the steps below to complete an e-timesheet.
- Click on the **Timesheets** tab.
- Click **Create Timesheet** to enter a new timesheet.



- If you work for more than one employer, a list of all of the clients you provide services for will appear. Choose the client for the timesheet you are submitting.
- Click on the **Create Timesheet** link for the client you are submitting time worked.

If you provide services for more than one client, all of those clients will be listed here

Create Timesheet			
<input type="button" value="Advanced Search"/>			
Client	Client City	Client Last-4 SSN	Create Timesheet
ACCOUNT CODE1, CONSUMER	BENTON	9900	Create Timesheet
<small>*Good to Serve status is based on today's date 07/07/2015. Please note: The good to serve status may be different for the actual date of service.</small>			

- Click on the calendar picture to select the first date for which you wish to submit time.


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Create Timesheet

Provider AccountCode1
ProviderOne Provider ID: 897560001

Timesheet for Consumer AccountCode1
ProviderOne Client ID : 8975600
Client Phone No: 6174330000

Time Period: Please click on the calendar to select the first date for which you wish to submit time. The system will automatically show the entire pay period that corresponds to that date. 

The calendar pops out like this.

Time Period: Please click on the calendar to select the first date for which you wish to submit time. The system will automatically show the entire pay period that corresponds to that date.

September, 2015

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today: September 13, 2015

- After selecting your start date, a blank timesheet will appear for the entire pay period.

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Create Timesheet

Provider AccountCode1
ProviderOne Provider ID: 897560001

Timesheet for Consumer AccountCode1
ProviderOne Client ID : 8975600
Client Phone No: 6174330000

Service:

Load Template: [Manage T...](#)

Time Period: Begin: Wednesday 07/01/2015. Click on the calendar to select different dates. 

Date	Service	Hours Worked	Additional Service	Miles
07/01/2015 Wednesday	<input type="text" value="Select a common service"/>	<input type="text" value="0"/> <input type="text" value="00"/>	<input type="text" value="Additional Service"/>	<input type="text" value="Miles"/>
07/02/2015 Thursday	<input type="text" value="Select a common service"/>	<input type="text" value="0"/> <input type="text" value="00"/>	<input type="text" value="Additional Service"/>	<input type="text" value="Miles"/>
07/03/2015 Friday	<input type="text" value="Select a common service"/>	<input type="text" value="0"/> <input type="text" value="00"/>	<input type="text" value="Additional Service"/>	<input type="text" value="Miles"/>
07/04/2015 Saturday	<input type="text" value="Select a common service"/>	<input type="text" value="0"/> <input type="text" value="00"/>	<input type="text" value="Additional Service"/>	<input type="text" value="Miles"/>

If you chose the wrong date at this step, you can adjust for the right date by clicking the calendar icon here and choosing a new date.

- Select the service that you provided.

If you provided one service only during this pay period, select the **Service** dropdown at the top of the page where it says **Select a common service**.

You will find the service codes and descriptions authorized by your Case Manager. This will pre-populate all dates in the timesheet for you with this service code.

- o If you provided more than one service during this period, select the service for each line/date worked.

Create Timesheet

Provider AccountCode1
ProviderOne Provider ID: 897560001

Timesheet for Consumer AccountCode1
ProviderOne Client ID : 8975600
Client Phone No: 6174330000

Service: Select a common service
Select a common service
Set all time periods shown below to service T1005 - Respite care service
Set all time periods shown below to service T1019 - Personal care service

Load Template:

Time Period: Begin: Wednesday 07/01/2015. Click on the calendar to select different dates.

Date	Service	Hours Worked	Additional Service	Miles
07/01/2015 Wednesday	▼	Tasks 0 00	▼	<input type="text"/>

If you use service dropdown option at the top of the page, the service you choose will appear through the entire timesheet.

Begin: Wednesday 07/01/2015.

Date	Service	Hours Worked
07/01/2015 Wednesday	T1019 - Personal care service	Tasks 0 00
07/02/2015 Thursday	▼	Tasks 0 00
07/03/2015 Friday		Hours Worked

If you use the drop down service menu within the timesheet, each line can be a different type of service.


- Locate the line for the first date you provided service. If listing tasks are required for the service code selected, the **Tasks** button next to the service will be clickable and required. Click on the button for a pop up of tasks to choose from. Check off the tasks performed during this shift. Click **OK** when complete.

Tasks

<input type="checkbox"/> Walk/Loco	<input type="checkbox"/> Bed Mo/Pos	<input checked="" type="checkbox"/> Toileting
<input checked="" type="checkbox"/> Eating	<input checked="" type="checkbox"/> Hygiene	<input type="checkbox"/> HouseKeep
<input type="checkbox"/> Lotion	<input type="checkbox"/> Bandage	

- If the **Tasks** button is grayed out and not clickable, you do not need to check off tasks.


- Select the amount of hours and 15 minute increments of time worked by using the drop down menu under **Hours Worked**. For example, if you worked 2 hours and 15 minutes you would select 2 hours in the first drop down and 15 minutes in the second drop down menu.
 - Note: If you had selected a common service to populate each line with a service code, for any days that you did not work, enter 0 hours.

Time Period: Begin: Tuesday 09/01/2015. Click on the calendar to select different dates. 

Date	Service	Hours Worked	Additional Service	Miles
09/01/2015 Tuesday	T1005 - Respite care service	2 15		


Buttons: Add a service, Copy, Paste, Clear

- If you have provided more than one type of service in a day, click the **Add a Service** button and another line will appear below the one you already created for the same day. Enter the other service that you provided in the second row, and make sure that you separate the hours worked by each service.

Time Period: Begin: Tuesday 09/01/2015. Click on the calendar to select different dates. 

Date	Service	Hours Worked	Additional Service	Miles
09/01/2015 Tuesday	T1005 - Respite care service	2 15		

Buttons: Add a service, Copy, Paste, Clear

Time Period: Begin: Tuesday 09/01/2015. Click on the calendar to select different dates. 

Date	Service	Hours Worked	Additional Service	Miles
09/01/2015 Tuesday	T1005 - Respite care service	2 15		
	T1005 - Respite care service	0 00		
	T1019 - Personal care service			

Buttons: Remove Time, Copy, Paste, Add a service, Copy, Paste, Clear

- If you work the same time and jobs on multiple days in a pay period, IPOne makes e-timesheets easier by allowing you to copy and paste.
 - Enter one line into your timesheet and click the **Copy** button.

Date	Service	Hours Worked	Additional Service	Miles
11/01/2014 Saturday	T1005 - Respite care service	4 15		
11/02/2014 Sunday		0 00		
11/03/2014 Monday		0 00		

Buttons: Add a service, Copy, Paste, Clear

- Find the date(s) worked where you provided the same services and hours, and click Paste. In this example, a copy of the Saturday line is pasted into Monday.

Date	Service	Hours Worked	Additional Service	Miles
11/01/2014 Saturday	T1005 - Respite care service	4 15		
11/02/2014 Sunday		0 00		
11/03/2014 Monday	T1005 - Respite care service	4 15		

Transportation

If you have provided personal care service and have also provided transportation on that day, you should add the mileage to your timesheet.

- Click in the field called **Additional Service** and choose the service for mileage (S0215-U1).
- In the next field called **Miles**, enter the miles of transportation that you provided. *Note: you will only be able to submit for mileage reimbursement if personal care service was provided on the same day.*

Date	Service	Hours Worked	Additional Service	Miles
09/01/2015 Tuesday	T1019 - Personal care service	2 15	S0215 - Nonemerg transp mileage	20

When other community or Medicaid transportation services do not meet the client's assessed needs, and you have provided transportation to or between waiver services, you should add mileage to your timesheet.

- Follow the steps previously described to complete an e-timesheet and select S0215-U2 from the Service drop down.

In the next field called **Miles**, enter the miles of transportation that you provided.

Submitting Your E-Timesheets

Once you have completely filled out your timesheet, click the **Next** button at the bottom of the screen.

01/30/2014 Thursday	Service [Dropdown]	Hours Worked Activity 0 00	Additional Service [Dropdown]	Units [Input]	[Add a service] [Copy] [Paste]
01/31/2014 Friday	Service [Dropdown]	Hours Worked Activity 0 00	Additional Service [Dropdown]	Units [Input]	[Add a service] [Copy] [Paste]
[Next]					

At this time, IOne will tell you if there are any errors on your timesheet. ***This allows you to immediately correct and resubmit your timesheet, and avoid delays in getting paid!***

If there is an error on your timesheet, it will appear at the top of the page in red, and also next to the line where the error is found.

Create Timesheet

Error on 09/01/2015 Tuesday with service T1019 : A task must be selected.

Date	Service	Hours Worked	Additional Service	Miles	
09/01/2015 Tuesday	T1019 - Personal care service	Tasks 5 15	S0215 - Nonemerg transp mileage	10	A task must be selected for service T1019
					[Add a service] [Copy] [Paste] [Clear]

Once the error is corrected, click the “Next” button at the bottom of the screen. If you are having trouble correcting an error, please call IOne Call Center.

If the entire timesheet is correct, IOne will take you to the **Confirm Timesheet** page.

From this confirmation page, you have the following options:

- **Edit** – If you would like to make changes to your timesheet, this will bring you back to the Create Timesheet page.
- **Save My Work** – If you are not ready to submit this timesheet for payment processing but want to save the information that you have entered. To find your saved timesheets at a later time, you may search for them in the Timesheet Search.
- **Submit** – To submit your timesheet for payroll processing. ***Note: you must agree to and check off the statement above in order to submit.*** Do not click submit until your timesheet is complete. Once submitted, you can no longer edit your timesheet.
- **Print Timesheet** – Allows you to print the timesheet for your records.

By signing this timesheet, I am certifying that:

- I provided the authorized service during all of the hours I entered on this timesheet as per my contract and the client's service plan;
- I understand I am not authorized to be paid for personal care tasks which are not assigned to me as the paid provider on the client's service plan;
- I have checked the personal care tasks assigned to me in the client's service plan as the paid provider.
- All the services I have checked were provided during this time period.
- All of the information I have provided on this timesheet is true and accurate.

[Edit](#) [Save My Work](#) [Submit](#) [Print Timesheet](#)

Once you click **Submit** and your e-timesheet has been successfully submitted, you will see IPOne confirmation of the receipt of your e-timesheet.

Your timesheet has been submitted.

Hours Summary

Create and Use Timesheet Templates

If you work regularly scheduled dates that rarely change, you can enter your E-Timesheet quickly by creating a Timesheet Template. ***This is an option in IPOne to help those IPs with a regularly scheduled work week save even more time*** when submitting e-timesheets.

- On the Create Timesheet page, instead of entering a timesheet, click in **Manage Templates**.

Create Timesheet

Provider AccountCode1 ProviderOne Provider ID: 897560001	Timesheet for Consumer AccountCode1 ProviderOne Client ID : 8975600 Client Phone No: 6174330000 Service: Select a common service Load Template: Select a template Manage Templates
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- Click Create New Template

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Timesheet Templates

You do not currently have any timesheet templates.

[Create New Template](#)

- Find the Client that you work for whom you are setting up this Timesheet Template. Click on the **Create Timesheet Template** link next to their name.

Client Search

Advanced Search

Client	Client City	Client Last-4 SSN	Create Timesheet Template
ACCOUNTCODE1, CONSUMER	BENTON	9900	Create Timesheet Template

- On the Submit Timesheet Template page, enter the regularly scheduled shift for that employer.
- Enter a **Template Name** at the bottom of that page to name this template so that you can easily identify it every time you submit your e-timesheet.
- Click **Next** when you have entered the details of your regularly scheduled work week.

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Submit Timesheet Template

Christina Aguilera
ProviderOne Provider ID:

Timesheet template for
ProviderOne Client ID:
Client Phone No:
Service:

Day	Service	Hours Worked	Additional Service	Miles
Sunday	<input type="text"/>	Tasks: 0 00	<input type="text"/>	<input type="text"/>
Monday	T1019 - Personal care service	Tasks: 5 30	<input type="text"/>	<input type="text"/>
Tuesday	T1019 - Personal care service	Tasks: 5 30	<input type="text"/>	<input type="text"/>
Wednesday	T1019 - Personal care service	Tasks: 2 00	50215 - Nonemerg transp mileage	25
Thursday	T1019 - Personal care service	Tasks: 5 30	<input type="text"/>	<input type="text"/>
Friday	T1019 - Personal care service	Tasks: 5 30	50215 - Nonemerg transp mileage	10
Saturday	T1019 - Personal care service	Tasks: 2 00	<input type="text"/>	<input type="text"/>

Template Name

- You will see a **Confirm Timesheet Template** page appear. Review the information that you entered, and click **Submit** if correct. This will be a template that you can now use going forward for entering e-timesheets.

Create Timesheet Search Timesheet Faxed Timesheets Timesheet Templates

Confirm Timesheet Template

Hours Summary

Christina Aguilera
ProviderOne Provider ID: [REDACTED]

Timesheet template for [REDACTED]
ProviderOne Client ID [REDACTED]
Client Phone No: [REDACTED]

Day	Service	Hours	Additional Service	Miles	Tasks	Total Hours	Total Miles
Sunday						0:00	0
Monday	T1019 - Personal care service	5:30 hours			Walk/Loco, Toileting, Eating, Hygiene, Lotion	5:30	0
Tuesday	T1019 - Personal care service	5:30 hours			Walk/Loco, Toileting, Eating, Hygiene, Lotion	5:30	0
Wednesday	T1019 - Personal care service	2:00 hours	S0215 - Nonemerg transp mileage	25	Walk/Loco, Toileting, Eating	2:00	25
Thursday	T1019 - Personal care service	5:30 hours			Walk/Loco, Toileting, Eating, Hygiene, Lotion	5:30	0
Friday	T1019 - Personal care service	5:30 hours	S0215 - Nonemerg transp mileage	10	Walk/Loco, Toileting, Eating, Hygiene, Lotion	5:30	10
Saturday	T1019 - Personal care service	2:00 hours			Walk/Loco, Toileting, Eating	2:00	0
Total						26:00	35

 Template Name: Spring 2016 Schedule

- Use the timesheet template going forward when submitting your time. Once you start to create a timesheet for a new period, instead of entering each day, simply chose your template from the **Load Template** dropdown at the top of each e-timesheet.

Create Timesheet Search Timesheet Faxed Timesheets Timesheet Templates

Create Timesheet

Christina Aguilera
ProviderOne Provider ID: [REDACTED]

Timesheet for [REDACTED]
ProviderOne Client ID : [REDACTED]
Client Phone No: [REDACTED]

Service: Select a common service

Load Template:
 Select a template ▼
 Select a template
 Spring 2016 Schedule
 [Manage Templates](#)

Time Period: Begin: Sunday 08/16/2015. Click on the calendar to select different dates. [REDACTED]

- If there are any changes in the times and services that you provided, you can simply make the changes to your timesheet after the template is loaded, and submit when you're ready.

How to Claim Paid Time Off (PTO)

- Log in to IPOne with the username and password you created.
- Click on the **PTO Hours** link to go the the page where you can view and enter the number of PTO hours that you wish to claim

- On the screen shown below:
 - Look at the number of PTO hours you have available to claim.
 - Use the drop down menu arrows to view and select the number of PTO hours and minutes that you want to claim. Minutes will show in 15 minute increments.
 - Click on the Save button.

Your PTO hours will be paid on the next scheduled payroll.

- The bottom part of the screen allows you to:
 - View a summary of the PTO hours you just submitted and the balance of PTO hours still available
 - A yearly summary of the total PTO hours you have submitted so far in the calendar year.
 - Click on the **History** button to view a list of your PTO Hour claims

PTO Hours:

ProviderOne Provider ID:

Current PTO Hours

Request Date: 10/5/2015

PTO Available Hours 0.15

PTO Claim Hours

Hours
 Minutes

PTO Claims

Action	Date Submitted	Available PTO	Claimed
Delete	9/29/2015	0.30	0.15