

WV I/DD Waiver Program
Personal Options Web Portal Instructional Manual for Employees
How to Create and Submit a Timesheet

How to Create and Submit a timesheet:

1. Log in to the PPL Web Portal using your pre-assigned username and password



<https://fms.publicpartnerships.com/PPLPortal/login.aspx>

2. You will default on the “Timesheets – Search Timesheet” page.

Action	Timesheet ID	Employee Name	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Participant Name	Status	Check Number	Check Amount (net pay)	Timesheet ID
View	WVID00347	TestQA2 QtATest2	10/31/11	11/13/11	12/06/2011	eboehm	QA TestCaconsumer2	DENIED			
View	WVID02137	TestQA2 QtATest2	03/19/12	04/01/12	04/12/2012	sburchfiel	QA	SUBMITTED			

Here you may view all timesheets that have ever been submitted or you may narrow the search results by a specific status (Paid, Unpaid, In Process, etc.) or by specific dates. You may enter a check number to retrieve the associated timesheet.

3. In the header bar at the top of the page you will see two options:

-  Create Timesheet
-  Search Timesheet

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4. Select the option for **“Create Timesheet”** by clicking on the words. You will see the **“Participant Search”** page below:

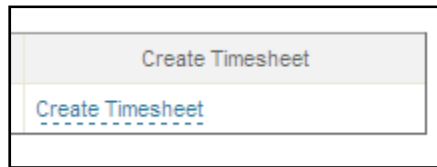
The screenshot shows a web form for searching participants. The form includes fields for Participant First Name, Participant ID, Consumer External ID, Medicaid ID, SSN, Telephone, EIN Number, JACC Number, Associated Employee ID (with value E000640), Service Coordinator Last Name, Resource Consultant Last Name, County, District, and EnrollmentStatus (with a dropdown menu). A Search button is located at the bottom left of the form.


Participant	PPL System Generated ID	Birth Date	City	Employer of Record Name	Phone	Create Timesheet
TESTCAONSUMER2, QA	C000102	12/01/1950	ANYTOWN	QATEST	5551112222	Create Timesheet
TESTCAONSUMER3, QA	C000103	01/01/1975	JOLLY	QATEST2	304-123-5678	Create Timesheet

Good To Serve assumes a work date of 04/23/2012. A different work date may yield a different result.

5. The Participant Search page will show all of the participants for which you work.


 In the example above you work for two participants: “TESTCAONSUMER2, QA” and “TESTCAONSUMER3, QA”. To create a timesheet for one of these participants, select the blue hyperlink to the right of the page.

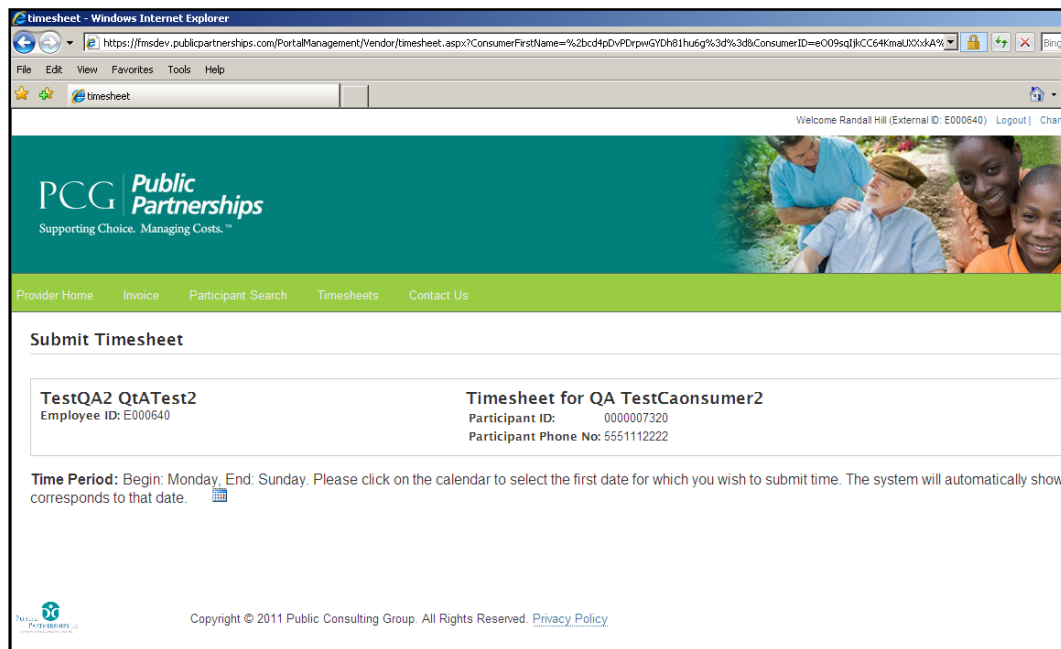


 If you are trying to submit a timesheet for a different participant and his name is not displayed, you may not be associated with that participant in the system. You should call Customer Service (1-877-908-1757) to determine how to proceed.

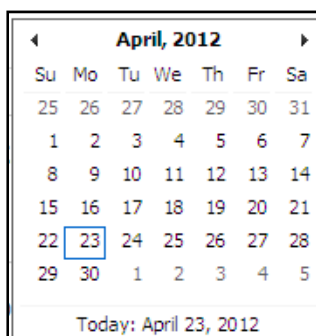
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6. After selecting the blue hyper link you will see the “Submit Timesheet” page below:

 This is the beginning of the timesheet creation process.



7. In this first screen you should click on the calendar box to select the pay period you are submitting time for.



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8. After selecting the correct pay period you will be taken to the screen below:

Date	Service	Time In	Time Out	Buttons
04/02/2012 Monday	[Service]	[Time In]	[Time Out]	There are more hours Copy Paste
04/03/2012 Tuesday	[Service]	[Time In]	[Time Out]	There are more hours Copy Paste
04/04/2012 Wednesday	[Service]	[Time In]	[Time Out]	There are more hours Copy Paste
04/05/2012 Thursday	[Service]	[Time In]	[Time Out]	There are more hours Copy Paste
04/06/2012 Friday	[Service]	[Time In]	[Time Out]	There are more hours Copy Paste
04/07/2012 Saturday	[Service]	[Time In]	[Time Out]	There are more hours Copy Paste
04/08/2012 Sunday	[Service]	[Time In]	[Time Out]	

9. This page is where you will enter in the time you worked for the pay period.

✚ If you didn't work on one day, that's ok, just leave it blank.

10. At the top of the page you should confirm that you are putting together a timesheet for the correct participant.

✚ You also have the option of selecting a **“Common Service”**.

TestQA2 QtATest2 Employee ID: E000640	Timesheet for QA TestCaonsumer2 Participant ID: 000007320 Participant Phone No: 555112222 Service: [Select a common service]
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- This dropdown feature is used by employees who provide the same service throughout the entire pay period.
- The common service drop down lets you populate every line of the timesheet at once instead of filling in each day individually.
- The common service drop down is optional, you do not have to use this feature.

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If you choose to use the **“Common Service”** feature, you will see something similar to the example below:

Date	Hours
04/02/2012 Monday	Service: S5125UA - Person Centered Supports, Activity: [dropdown], Time In: [dropdown], Time Out: [dropdown], There are more hours, Copy, Paste
04/03/2012 Tuesday	Service: S5125UA - Person Centered Supports, Activity: [dropdown], Time In: [dropdown], Time Out: [dropdown], There are more hours, Copy, Paste
04/04/2012 Wednesday	Service: S5125UA - Person Centered Supports, Activity: [dropdown], Time In: [dropdown], Time Out: [dropdown], There are more hours, Copy, Paste
04/05/2012 Thursday	Service: S5125UA - Person Centered Supports, Activity: [dropdown], Time In: [dropdown], Time Out: [dropdown], There are more hours, Copy, Paste
04/06/2012 Friday	Service: S5125UA - Person Centered Supports, Activity: [dropdown], Time In: [dropdown], Time Out: [dropdown], There are more hours, Copy, Paste
04/07/2012 Saturday	Service: S5125UA - Person Centered Supports, Activity: [dropdown], Time In: [dropdown], Time Out: [dropdown], There are more hours, Copy, Paste
04/08/2012 Sunday	Service: [dropdown], Activity: [dropdown], Time In: [dropdown], Time Out: [dropdown], There are more hours, Copy, Paste

If you choose not to use the **“Select Common Service”** feature. You must enter in the service type for each of the days worked.

11. To enter the service per day click on the **“Service”** drop down bar on the day you worked.

Date	Hours
04/02/2012 Monday	Service: [dropdown], Activity: [dropdown], Time In: [dropdown], Time Out: [dropdown], There are more hours, Copy, Paste
04/03/2012 Tuesday	Service: PCS - PCS - Group, S5125UA - Person Centered Supports, T1005UD - Respite, Activity: [dropdown], Time In: [dropdown], Time Out: [dropdown], There are more hours, Copy, Paste
04/04/2012 Wednesday	Service: [dropdown], Activity: [dropdown], Time In: [dropdown], Time Out: [dropdown], There are more hours, Copy, Paste

Every day you work must have a service selected.

If you worked a service that does not appear in your drop down menu please contact Customer Service. This typically means that PPL did not receive the required paperwork for that service type.

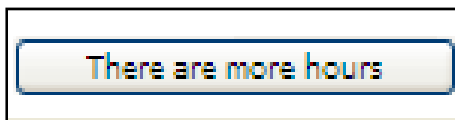
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12. Next you must select the hours in the day that you worked.

- ✚ To select the time of day you started click on the **“Time In”** dropdown:
- ✚ To select the time of day you ended click on the **“Time Out”** dropdown:
- ✚ You can also specify the exact minute that you started/stopped working. If you do not specify the exact minutes, the time will default to the top of the specified hour—i.e. 6:00 p.m.

Date	Service	Activity	Time In	Time Out	
04/02/2012 Monday	S512SUA - Person Centered Supports	Activity	6 PM 00	6 PM 00	There are more hours Copy Paste
04/03/2012 Tuesday					There are more hours Copy Paste
04/04/2012 Wednesday					There are more hours Copy Paste
04/05/2012 Thursday					There are more hours Copy Paste

- ✚ If you worked multiple shifts in one day select the **“There are more hours”** button.

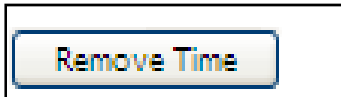


- ✚ After selecting the **“There are more hours”** button an additional line will be created for the day worked.

	Time In	Time Out	
g	Activity 8 AM 00	3 PM 00	Remove Time Copy Paste
	Activity		There are more hours Copy Paste

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- After selecting the **“There are more hours”** feature, you will need to enter in the:
 - service type (which may be different than the service provided earlier that day)
 - the activity (if required)
 - the hours worked
- If you made an error and wish to delete an entire line item you may select the **“Remove Time”** button.



13. You also have the option to copy and paste each line item individually. This is a fast and accurate way to create timesheets for employees that work the same hours each day. To copy a line item:

- ✚ First click on the **“Copy”** button of the line item you would like to copy.

A screenshot of a web portal interface for entering timesheet data. It shows two rows of input fields. The first row has a dropdown menu for "Activity" with "Activity" selected, followed by "Time In" fields showing "8 AM" and "00", and "Time Out" fields showing "3 PM" and "00". To the right of these fields are buttons for "Remove Time", "Copy", and "Paste". The second row has a dropdown menu for "Activity" with "Activity" selected, followed by empty "Time In" and "Time Out" fields. To the right of these fields are buttons for "There are more hours", "Copy", and "Paste".

- ✚ Next click on the **“Paste”** button of the line item where you wish to enter the copied information.

Next to the service box you will see an **“Activity”** button. If no formal training was provided, it is not necessary to click on the **“Activity”** button. However, you must use this feature if you provided formal training to the participant during the hours worked. Formal training is defined as specialized training program(s) developed and overseen by a traditional agency’s Therapeutic Consultant (TC) or Behavior Support Professional (BSP). When formal training is provided, the

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employee is typically required to document training activities on task analysis forms which are collected by the TC or BSP. If you are unsure whether formal training is provided, please contact the participant/ Program Representative or the Service Coordinator.

When you click on the **“Activity”** button the following screen will be displayed:

The screenshot shows a web portal interface for entering timesheet data. At the top, there are fields for 'Participant Profile No.' and 'Service:'. Below this is a 'Time Period' section with a date range and a calendar icon. The main area is a calendar grid with columns for 'Date' and 'Hours'. A modal window titled 'Training' is open, featuring a 'Notes:' text area and an 'OK' button. The background shows the calendar grid with various service and activity dropdown menus and time selection fields.

If formal training was provided, click the **“Training”** box so that a check mark appears. You may also type optional notes regarding the formal training activities.

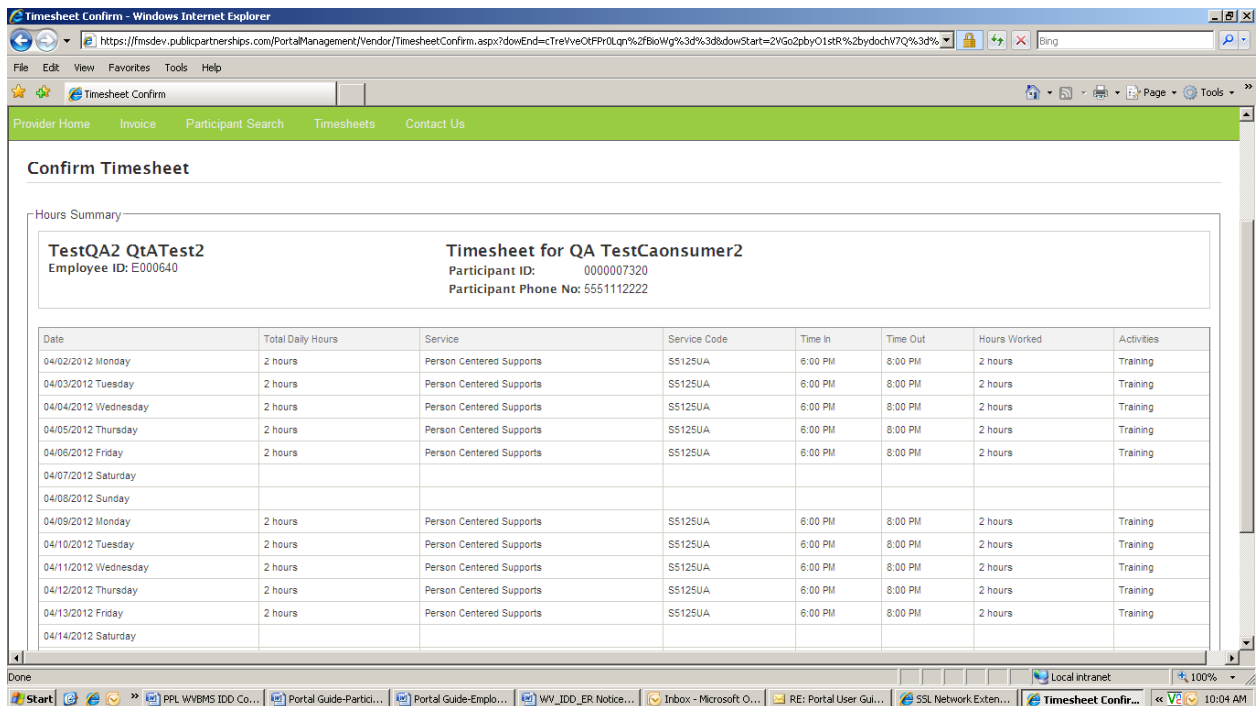
This is a close-up of the 'Training' modal window. It has a blue header with a checked checkbox labeled 'Training'. Below the header is a text area with the following text: 'Completed training programs F-1: Bathing and F-3: Clothes Selection. Refer to task analysis sheets.' At the bottom of the modal is an 'OK' button.

14. When you have finished entering hours for all days worked, scroll to the bottom of the page and click on the **“Next”** button.

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04/15/2010 Thursday	Service <input type="text"/>	Time In <input type="text"/>	Time Out <input type="text"/>	<input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
<input type="button" value="Next"/>				

15. You will be taken to the **“Confirm Timesheet”** page. This page allows you to review the timesheet to ensure it is complete and accurate before submitting for approval.

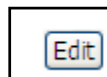


16. Next scroll to the bottom of the **“Confirm Timesheet”** page. You will see the following options:

04/15/2010 Thursday	
Total	16 1/2 hours
<input type="button" value="Edit"/> <input type="button" value="Save My Work"/> <input type="button" value="Submit"/>	

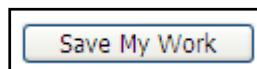
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17. If the timesheet is incorrect and you would like to make changes, click on the **“Edit”** button to return to the previous screen.

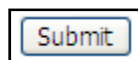


18. If the timesheet is correct but incomplete you can save your work. Click on the **“Save My Work”** button.

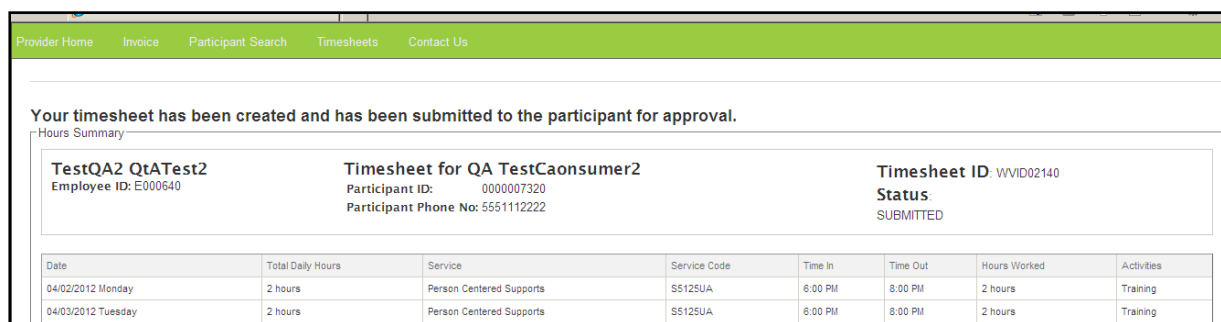
- Some employees like to enter their time every day rather than at the end of the pay period.
- This **“Save My Work”** feature allows you to enter time as you work it without submitting it for approval until the very end.



19. If the timesheet is complete and accurate you may click the **“Submit”** button to submit it to the participant or his/her appointed Program Representative.



20. After you have clicked the **“Submit”** button the following page will appear:



The screenshot shows a web portal interface with a green navigation bar at the top containing links for "Provider Home", "Invoice", "Participant Search", "Timesheets", and "Contact Us". Below the navigation bar, a message states: "Your timesheet has been created and has been submitted to the participant for approval." Underneath this message is a section titled "Hours Summary" which contains a summary box and a table.

Date	Total Daily Hours	Service	Service Code	Time In	Time Out	Hours Worked	Activities
04/02/2012 Monday	2 hours	Person Centered Supports	SS125UA	8:00 PM	8:00 PM	2 hours	Training
04/03/2012 Tuesday	2 hours	Person Centered Supports	SS125UA	8:00 PM	8:00 PM	2 hours	Training





The summary box above the table contains the following information:

- TestQA2 QtATest2** (Employee ID: E000640)
- Timesheet for QA TestCaonsumer2** (Participant ID: 000007320, Participant Phone No: 5551112222)
- Timesheet ID: WVVID02140**
- Status: SUBMITTED**




21. Upon clicking the **“Submit”** button, you will be notified by a red error message if there is any problem with the timesheet that could cause it to not be paid. The Web Portal will not allow a timesheet to be submitted for approval until the problem is fixed.

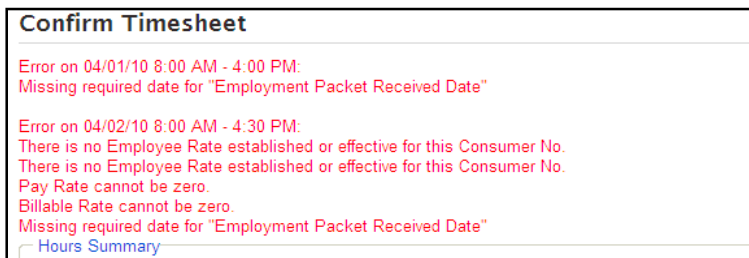
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Examples:

-  Missing start or stop time
-  Overlapping time with another employee's timesheet
-  Missing employee paperwork
-  Missing employee services or rate of pay

22. On the top of your timesheet you will see red error messages that tell you what is wrong with your timesheet. Please call customer service if you need assistance regarding error messages.

-  As you can see in the example below, the error messages indicate that PPL is missing required paperwork for the employee.
-  If you feel that an error message is incorrect, please call Customer Service.
-  In this example, the employee should submit the missing paperwork as soon as possible so that PPL staff can enter it into the Web Portal. Then the employee will be able to submit the timesheet without error.



23. Once the timesheet has successfully been submitted by the employee, the participant/Program Representative is responsible for reviewing it and approving for payment.

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24. You can use the Web Portal to monitor the status of a submitted timesheet:

- ✚ As long as the timesheet is in the “Submitted” status it has not been approved by the participant/Program Representative.
- ✚ A “Rejected” status indicates the participant/Program Representative has returned the timesheet to the employee for correction.
- ✚ Once the timesheet has an “Approved” status, it has been sent to PPL for payment.