

## **Season's Greetings and Happy New Year from Public Partnerships!**

This letter contains very important information. Please share it with your workers. Read for details on:

- 2016 payroll schedule
- PPL's Time4Care™ mobile timesheet application
- Submitting timesheets using PPL's BetterOnline™ Web portal
- How to find the max wage for your worker(s)
- Difficulty of Care Federal Income Tax Exclusion.
- Faster 'New Hire' options.
- PPL's MyChoice4Care™ provider directory
- New debit card option for workers

### **2016 Payroll Schedules**

Payroll Schedule B is included in this packet. If you are using Payroll Schedule A now, continue to use Payroll Schedule A for 2016 timesheet submissions. If you currently submit your worker's time using Payroll Schedule B, continue to use Payroll Schedule B for 2016 timesheet submissions. Remember that paper timesheets must be submitted no later than ***noon on the Tuesday following the end of your pay period*** to make sure your worker is paid on their scheduled pay date. Payments for timesheets received after noon on Tuesday may be delayed until the next scheduled payroll date.

### **Time4Care™ Mobile Timesheet Application!**

PCG Public Partnerships' new Time4Care mobile application will provide your workers the flexibility and convenience of using a cell phone to enter and submit timesheets for your approval. It is now available for download on Apple, Android and Windows phones. Using the app is extremely simple. Workers just download and log-in using their current BetterOnline™ Web portal username and password. Any time claimed using the mobile app will also be visible in PPL's BetterOnline™ Web portal.

### **Become an E-Timesheet Filer in 2016**

Electronic timesheets can be submitted up until 5:00 p.m. on Tuesdays. This is because PPL can process your timesheets more efficiently when they are submitted and approved online. Electronic timesheet filers benefit from knowing that:

- The online timesheet entry process guides you, helping to eliminate any errors that might prevent payment delays, prior to submission.
- Your timesheet is confirmed; unlike faxed or mailed- in timesheets.
- You can track the timesheet to confirm that your worker's time is paid.

### **View Wage Opportunities for Your Workers**

We recommend that you review the max wage that you can offer your worker(s) at this time. You can view the maximum wage you can offer your workers by logging onto BetterOnline™ PPL Web Portal.

### **Start Your Workers Faster! Steps to Expedite the New Worker Hiring Process**

- Step 1 Call Over-the-Phone Enrollment (OTPE), at 1-877-908-1752, with your new Direct-Care Worker (DCW), so PPL can obtain necessary information.
- Step 2 PPL will send you a pre-populated DCW Enrollment packet to review and Complete with your new DCW.
- Step 3 If you would like assistance with the completion of your enrollment documents, please call the OTPE team, at 1-877-908-1752, and request a phone call or in-home visit from a PPL Enrollment Specialist.
- Step 4 Receive notification, from PPL, of your new DCW's Start Date and other important information, following PPL's receipt of all required enrollment documents.

### **PPL's MyChoice4Care™ Provider Directory**

PPL is creating a provider directory that will allow common-law employers to easily find and hire new direct-care workers. The directory is currently open to direct-care workers only, as we work to build capacity for employers.

Is your worker looking for more work hours? Please share the following instructions for joining the provider directory.

- Step 1 Go to [www.mychoice4care.com](http://www.mychoice4care.com)
- Step 2 If you are an active PPL BetterOnline™ Web portal user, select Log-In and enter your portal username and password.  

OR

If you are not an active PPL Better Online™ Web portal user, select Home Care Worker Signup and follow instructions.
- Step 3 Create, save, and activate your Directory profile

Please visit the PPL website for more information and tips on creating a great profile.

### **New Debit Card Option for Workers Coming Soon**

PPL will be partnering with ADP® to provide your workers with another payroll payment option. The ALINE Pay by ADP® is a voluntary debit card offers an easy way for workers to access their pay. Soon, workers will be able to have their pay directly deposited onto an ALINE Pay by ADP® debit card. The ALINE Pay debit card allows workers the convenience of direct deposit without needing a bank account. PPL will be communicating additional information before this option becomes available. Please watch our website for updates.

### **Difficulty of Care Federal Income Tax Exclusion**

Do you receive services from a worker who lives full-time with you? If so your worker may be eligible for a Difficulty of Care Income Tax Exclusion for the services they provide to you. If your worker lives in the home where they are providing your services, PPL encourages you to have your worker review important information on our web site at <http://www.publicpartnerships.com/programs/pennsylvania/PADPWOLTL> and seek tax advice to determine their eligibility for the exclusion. A Difficulty of Care Income Tax Exclusion Form must be completed and submitted to PPL if your worker determines they are eligible. This form is also available on our website or you can call customer service to have a form mailed to you. If you have additional questions after reviewing this information, please call customer service at 1-877-908-1750. Please remember that PPL is unable to provide tax advice.

**Your PPL Pennsylvania Team wishes you a joyous season and we look forward to working with you in 2016!**

Attachments:

Addendum 1- Submitting Timesheets Using PPL's BetterOnline™ Portal

Addendum 2- How to Determine Your Direct Care Worker's Maximum Wage  
2016-2017 Payroll Schedule B

## **Addendum 1: Submitting Timesheets Using PPL's BetterOnline™ Portal**

### **Part A: Registering to use PPL's BetterOnline™ Portal**

STEP 1 Go to the following web address and click **Sign Up**.

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

STEP 2 Select **PENNSYLVANIA** from the drop down list of states. Select **PA DPW OLTL** as your program. Select **Participant** as your Role if you are the Participant or Common Law Employer, OR Select **Direct Care Worker** as your Role if you are the Direct Care Worker.

STEP 3 On the next screen, verify who you are by completing the following data fields:

**PPL ID:** This number has been generated by PPL and is unique to you. Your ID is located at the beginning of this letter.

**Last Name:** Enter your last name.

**DOB:** If your Role is Participant, enter the **Participant's** date of birth. (Format example: 12/12/1988)

**SSN/TIN:** If your role is Direct Care Worker, enter the **DCW's** Social Security Number without dashes. (Format example: 123456789)

STEP 4 On the next screen, create your Username and Password.

**Username** - PPL suggests that you use the first initial of your first name and your full last name.

**Password** - Your password is case sensitive. It should,

- be at least **6** characters long
- contain *at least* **1 numerical character**
- contain **1 capitalized character**
- contain **1 lower case character**.

**Confirm Password by retyping it.**

**Email Address** - Enter e-mail address

**Security Questions**- Choose three questions from the drop down menu and enter answer in the field next to it.

STEP 5 Once you are satisfied with the information you have provided, hit the **SUBMIT** button.

**CONGRATULATIONS! You are now registered and ready to submit/approve timesheets.**

## Part B: DCW e-Timesheet Submission

- STEP 1 Log in to BetterOnline™ Portal and Click “Direct Care Worker View Timesheet” then “Create Timesheet”.
- STEP 2 You will see all of the Participants you currently work for. Click “Create Timesheet” next to the Participant for whom you are submitting time worked.
- STEP 3 Click the “Calendar Icon” and choose one date that you worked to start your timesheet.
- STEP 4 In the service field, select your service from the service code drop-down menu and Enter your beginning worked time for the **‘Time In’** field to mark the beginning of your shift and the ending work time for the **‘Time Out’** field for the end of shift.

**Special Case:** If you worked more than one shift, had a break during the day and then came back and worked another shift, select “There are more hours” after entering the first shift, and a new line will be created for the additional shift.

- STEP 5 When completed, click “next” to review your time then Scroll to the bottom of the timesheet, and click **“Edit”, “Save My Work”** or **“Submit”**.
- If you need to make any corrections to your timesheet, click the **“Edit”** button and make the necessary changes then click next.
  - If you need to come back and finish your timesheet at a later date, click **“Save My Work”** to save your unfinished timesheet.
  - If your timesheet is complete for the period, check the box next to “I hereby certify...” then click **“Submit”**. The timesheet will be submitted to your Participant/CLE for approval.

Remember that your CLE will need to review and approve your timesheet in order for you to be paid!

## Part C: Participant e-Timesheet Approval

- STEP 1 Log in to BetterOnline™ Portal and Click “Participant View Timesheet”. Select “Submitted” in the “Timesheet Status” drop-down menu then Click “Search”
- STEP 2 Click “Approve/Reject” next to the timesheet you would like to review. Once you have reviewed the timesheet for the correct times submitted by the DCW, you are ready to “Approve” or “Reject”.
- STEP 3 Scroll to the bottom of the timesheet, and
- Approve timesheet by checking the box next to “I hereby certify...” then click “Approve”. The timesheet will be submitted to PPL for processing.
- Or**
- Click “Reject”. You will need to select a rejection reason and add notes. The rejected timesheet will be sent back to the DCW to make corrections.

## Addendum 2: How to Determine Your Direct Care Worker's Maximum Wage

### 1. How Is My Maximum Wage Rate Calculated?

- The maximum hourly wage rate for your worker is calculated as follows:



- The bill rate must be lower than or equal to the regional maximum rate established by the PA Department of Human Services, Office of Long Term Living.
- State unemployment insurance experience rates (SUI) are unique to you as an employer and based on your unemployment compensation claim history on your SUI account.
- A Workers' Compensation Insurance policy is obtained for you to cover injuries that may be sustained by your workers in the course of their work.
- The maximum hourly wage rate for your worker may be different than that of a worker for another employer.
- Accordingly, the maximum hourly wage rate for your worker is subject to change if:
  - Your unemployment compensation insurance rate changes
  - Your workers compensation insurance rate changes
  - Any of your other employer tax rates change

### 2. Where Can I Find My Direct Care Worker's Maximum Wage?

- Use PPL's BetterOnline™ Portal to find the maximum wage rate that may be paid to a worker.
- An existing employer may obtain this information by contacting PPL Customer Service at 1-877-908-1750 to obtain the maximum wage rate that you may negotiate and pay your worker.

### 3. How Can I use PPL's BetterOnline™ Portal to Find My DCW's Maximum Wage?

- Log into PPL web portal at: <https://fms.publicpartnerships.com/PPLPortal/login.aspx>
- Click on "Participant Profile".
- Scroll to bottom of screen and click on "Associated Direct Care Workers".
- Click "Services" hyperlink in last column on right.

**Associate Direct Care Workers to Participant**

Direct Care Worker Name	Phone Number	Direct Care Worker Type	Print Forms	Participant - Direct Care Worker Checklist*	Good To Go*	Services
QA TESTDCW	717-884-7708	IP	<a href="#">Print Forms</a>	<a href="#">Checklist</a> Complete: Yes	Yes	<a href="#">Services</a>

- View DCW maximum rate in 4<sup>th</sup> column of “services” window.

**Participant Direct Care Worker Services**

Services								
	Service Name	Service Description	Service Code	Maximum Rate	Minimum Rate	Actual/Desired Rate	Billable Rate	Rates Count
<input checked="" type="checkbox"/>	Personal Assistance Services	Personal Assistance Services	W1792	11.8	As Negotiated	\$10.25	\$11.99	<a href="#">Rates [ 1 ]</a>

**4. How do I Implement My DCW’s Wage Increase?**

- Complete a Qualified DCW Rate Sheet that includes required signatures.
- Rate Sheet Form with instructions is available for download at: <http://www.publicpartnerships.com/programs/Pennsylvania/PADPWOLTL/program.asp> or by calling Customer Service at 1-877-908-1750.

# PAYROLL SCHEDULE - B

## PENNSYLVANIA OLTL Participant Directed Models of Service 2016 - 2017

Holiday			
Pay Period START DATE	Pay Period END DATE	Timesheet Received By 12:00 PM	Check or Direct Deposit Issued
SUNDAY	SATURDAY	TUESDAY	FRIDAY
11/22/2015	12/5/2015	12/8/2015	12/18/2015
12/6/2015	12/19/2015	12/22/2015	1/1/2016
12/20/2015	1/2/2016	1/5/2016	1/15/2016
1/3/2016	1/16/2016	1/19/2016	1/29/2016
1/17/2016	1/30/2016	2/2/2016	2/12/2016
1/31/2016	2/13/2016	2/16/2016	2/26/2016
2/14/2016	2/27/2016	3/1/2016	3/11/2016
2/28/2016	3/12/2016	3/15/2016	3/25/2016
3/13/2016	3/26/2016	3/29/2016	4/8/2016
3/27/2016	4/9/2016	4/12/2016	4/22/2016
4/10/2016	4/23/2016	4/26/2016	5/6/2016
4/24/2016	5/7/2016	5/10/2016	5/20/2016
5/8/2016	5/21/2016	5/24/2016	6/3/2016
5/22/2016	6/4/2016	6/7/2016	6/17/2016
6/5/2016	6/18/2016	6/21/2016	7/1/2016
6/19/2016	7/2/2016	7/5/2016	7/15/2016
7/3/2016	7/16/2016	7/19/2016	7/29/2016
7/17/2016	7/30/2016	8/2/2016	8/12/2016
7/31/2016	8/13/2016	8/16/2016	8/26/2016
8/14/2016	8/27/2016	8/30/2016	9/9/2016
8/28/2016	9/10/2016	9/13/2016	9/23/2016
9/11/2016	9/24/2016	9/27/2016	10/7/2016
9/25/2016	10/8/2016	10/11/2016	10/21/2016
10/9/2016	10/22/2016	10/25/2016	11/4/2016
10/23/2016	11/5/2016	11/8/2016	11/18/2016
11/6/2016	11/19/2016	11/22/2016	12/2/2016
11/20/2016	12/3/2016	12/6/2016	12/16/2016
12/4/2016	12/17/2016	12/20/2016	12/30/2016
12/18/2016	12/31/2016	1/3/2017	1/13/2017
1/1/2017	1/14/2017	1/17/2017	1/27/2017
1/15/2017	1/28/2017	1/31/2017	2/10/2017

**FAX SIGNED TIMESHEETS TO PPL AT (855) 858-8162**

**or mail to: Public Partnerships, LLC, P.O. Box 1108 Wilkes Barre, PA 18773-1108**

**Learn how to submit timesheets quickly using the BetterOnline™ Portal at**

**<http://www.publicpartnerships.com/programs/pennsylvania/PADPWOLTL/program.asp>**