

Benefits of Submitting Timesheets Online

In the IPOne payment system, timesheets can be submitted **electronically (e-timesheets)** by using a computer, laptop, or tablet. The advantages of electronic submission are shown below.

e-timesheets



paper timesheets



<p>IPOne tells the user immediately that the e-timesheet has been successfully submitted, or if there are corrections needed.</p>	<p>When a user faxes a paper timesheet there is a chance that mistakes were made or the fax may not be readable when received. When a user mails a paper timesheet they are dependent upon the U.S. Mail service for delivery to get the timesheet to IPOne on time.</p>
<p>When a user enters an e-timesheet, they can save their entries and fix mistakes or make adjustments before they submit the timesheet for payment. The system will tell the user immediately of a mistake or if there are authorization errors that may need action by the client's case manager.</p>	<p>If a user submits a paper timesheet containing a mistake or if there are authorization errors, problems may not be discovered and corrected. The IP may not get paid on time.</p>
<p>If an IP provides personal care and another type of service to the same client (such as transportation), the user can submit all service types on the same e- timesheet.</p>	<p>If an IP provides personal care and another type of service to the same client, the user must submit a separate paper timesheet for each type of service.</p>
<p>If an IP works the same days of the week each week, they can create and save an e- timesheet template that will save the type of service, tasks, and number of hours entered. Using a template takes less time than creating a new e-timesheet every time.</p>	<p>If an IP works the same schedule each pay period and uses a paper timesheet, they have to fill out the number of hours and tasks every time for each service provided.</p>