

BETTERONLINE™ WEB PORTAL E-TIMESHEETS & TRAVEL INVOICES

Welcome to the PPL BetterOnline™ Web Portal E-Timesheet & Travel Invoice Overview for Employees.

In the BetterOnline™ Portal, you can create, submit, and view and search timesheets and travel invoices.

Before you can start creating, submitting, and viewing e-timesheets, you must be a registered user. Please follow the BetterOnline™ web portal user registration instructions to become a user. You may also contact your Resource Consultant for assistance. Once you have registered follow the instructions below.

You must first log in to the PPL BetterOnline™ Web Portal using your username and password:

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

The **Timesheets** page will be the default page when you log into the BetterOnline™ Web Portal. This page will display all the timesheets you have submitted.

West Virginia
Traumatic Brain Injury (TBI)
Personal Options Waiver Program

Welcome Nicole Romino | (External ID: E000030) | [Logout](#) [Change Password](#) [Program Selector](#)

Provider Home Invoice Participant Search **Timesheets** Contact Us

Timesheets

Timesheet Status: Unpaid To improve the timesheet submission process, the default has been changed to Unpaid.

Timesheet Start Date Range: any - any

Timesheet Submitted Date Range: any - any

Check Number:

Unpaid Timesheets (6 results)

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 Amount (before tax)	Notes
View	WVID02832	QA TESTEMPLOYEEIT01	04/11/2016	04/24/2016	04/21/2016	romino	QA TESTCONSUMERIT03	APPROVED				
View	WVID02833	QA TESTEMPLOYEEIT01	04/11/2016	04/24/2016	04/25/2016	romino	QA TESTCONSUMERIT03	SUBMITTED				
View	WVID02470	QA TESTEMPLOYEEIT01	11/23/2015	12/06/2015	01/05/2016	nguyen	QA TESTCONSUMERIT01	DENIED				
View	WVID00637	QA TESTEMPLOYEEIT01	12/09/2013	12/22/2013	12/18/2013	bhogan	QA TESTCONSUMERIT01	DENIED				
View	WVID00639	QA TESTEMPLOYEEIT01	11/25/2013	12/08/2013	12/18/2013	bhogan	QA TESTCONSUMERIT01	DENIED				
View	WVID00007	QA TESTEMPLOYEEIT01	06/11/2012	06/24/2012	06/20/2012	nfreeman	QA TESTCONSUMERIT01	DENIED				

HOW TO SUBMIT TIMESHEETS

1. Click on **Timesheets**
2. Click on **Create Timesheet**

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[Create Timesheet](#) [Search Timesheet](#)

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3. Click **Create Timesheet** for the participant you want to submit hours for.
 - a. If the participant you work for is not displayed, please contact Customer Service at 1-877-908-1755.

West Virginia Traumatic Brain Injury (TBI) Personal Options Waiver Program

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Provider Home Invoice Participant Search Timesheets Contact Us

Create Timesheet

To create a timesheet, first select your participant.

Advanced Search

Participant	Participant ID	City	Good To Serve*	Employer of Record Name	Create Timesheet
TESTCONSUMERIT01, QA	C000002	CHARLESTON	No	QA TESTEMPLOYERIT01	Create Timesheet
TESTCONSUMERIT03, QA	C000001	CHARLESTON	Yes	QA TESTCONSUMERIT03	Create Timesheet

Good to Serve status is based on today's date 05/02/2016. Please note: The good to serve status may be different for the actual date of service.

4. Enter the Time Period (click on a date that matches the payroll schedule). All dates for that particular pay period will display.

West Virginia Traumatic Brain Injury (TBI) Personal Options Waiver Program

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Provider Home Invoice Participant Search Timesheets Contact Us

Submit Timesheet

QA TESTEMPLOYEEIT01
Employee ID: E000030

Timesheet for QA TESTCONSUMERIT01
Participant ID: 1111111
Participant Phone No:
Service: PAS - Personal Attendant Service

Time Period: Begin: Monday, End: Sunday. 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.

4/11/2016

April, 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	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	Monday, April 11, 2016					
1	2	3	4	5	6	7

Today: May 2, 2016

5. You will select the date you worked and enter the **Time In** and **Time Out** by clicking on the drop down menu. Enter the exact Time In and exact Time Out.
 - a. If you did not work for a particular day, leave the Time In and Time Out blank

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Provider Home Invoice Participant Search Timesheets Contact Us

Submit Timesheet

QA TESTEMPLOYEEIT01
Employee ID: E000030

Timesheet for QA TESTCONSUMERIT01
Participant ID: 1111111
Participant Phone No:
Service: PAS - Personal Attendant Service

Time Period: Begin: Monday 04/11/2016. Click on the calendar to select different dates. 4/11/2016

Date	Hours
04/11/2016 Monday	Time In Time Out There are more hours Copy Paste
04/12/2016 Tuesday	12 AM Time Out There are more hours Copy Paste
04/13/2016 Wednesday	3 AM Time Out There are more hours Copy Paste
04/14/2016 Thursday	4 AM Time Out There are more hours Copy Paste
04/15/2016 Friday	5 AM 6 AM 7 AM 8 AM 9 AM 10 AM Time Out There are more hours Copy Paste
04/16/2016 Saturday	11 AM 12 PM Time Out There are more hours Copy Paste
04/17/2016 Sunday	1 PM 2 PM 3 PM 4 PM 5 PM 6 PM Time Out There are more hours Copy Paste
04/18/2016 Monday	Time In Time Out There are more hours Copy Paste
04/19/2016 Tuesday	Time In Time Out There are more hours Copy Paste

Date	Hours
04/11/2016 Monday	Time In Time Out 10 AM 10 5 PM 03 There are more hours Copy Paste

- b. If you worked more than one (1) shift for the day, click **There are more hours** and enter the exact Time In and Time Out

Date	Hours
04/11/2016 Monday	Time In Time Out 10 AM 10 5 PM 03 Remove Time Copy Paste There are more hours Copy Paste

- c. If you made an error, click **Remove Time**
- d. If you worked the same hours for multiple days, you can click **Copy** and **Paste** the Time In and Time Out for the dates in which you worked

Date	Hours
04/11/2016 Monday	Time In Time Out 10 AM 10 5 PM 03 Remove Time Copy Paste 7 PM 00 10 PM 00 There are more hours Copy Paste
04/12/2016 Tuesday	Time In Time Out There are more hours Copy Paste
04/13/2016 Wednesday	Time In Time Out 7 PM 00 10 PM 00 There are more hours Copy Paste

6. After you have entering all your hours for days worked, click **Next**.

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04/21/2016 Thursday	Time In 7 PM ▾ 00 ▾	Time Out 10 PM ▾ 00 ▾	There are more hours	Copy	Paste
04/22/2016 Friday	Time In ▾ ▾	Time Out ▾ ▾	There are more hours	Copy	Paste
04/23/2016 Saturday	Time In ▾ ▾	Time Out ▾ ▾	There are more hours	Copy	Paste
04/24/2016 Sunday	Time In 7 PM ▾ 00 ▾	Time Out 10 PM ▾ 00 ▾	There are more hours	Copy	Paste

Next

7. The Confirm Timesheet page will display. Please review all your hours worked to ensure it is complete and accurate before submitting for approval.

Confirm Timesheet

QA TESTEMPLOYEEIT01 Employee ID: E000030		Timesheet for QA TESTCONSUMERIT01 Participant ID: 1111111 Participant Phone No: Service: PAS - Personal Attendant Service			
---	--	--	--	--	--

Date	Total Daily Hours	Time In	Time Out	Hours Worked	Activities
04/11/2016 Monday	10 hours	10:10 AM 7:00 PM	5:03 PM 10:00 PM	7 hours 3 hours	
04/12/2016 Tuesday					
04/13/2016 Wednesday	3 hours	7:00 PM	10:00 PM	3 hours	
04/14/2016 Thursday					
04/15/2016 Friday					
04/16/2016 Saturday					
04/17/2016 Sunday					
04/18/2016 Monday					
04/19/2016 Tuesday					
04/20/2016 Wednesday					
04/21/2016 Thursday	3 hours	7:00 PM	10:00 PM	3 hours	
04/22/2016 Friday					
04/23/2016 Saturday					
04/24/2016 Sunday	3 hours	7:00 PM	10:00 PM	3 hours	
Total	19 hours				

Edit Save My Work Submit

- a. If you need to adjust any hours or days worked, click **Edit**
 - i. You will be taken back to the Submit Timesheet page
 - b. If you are not ready to submit your timesheet, click **Save My Work**
 - i. You will be able to make changes to the saved timesheet
 - ii. Save My Work is very helpful if you are entering your Time In and Time Out each day you work – **PPL recommends entering your Time In and Time Out every day**
 1. To enter hours every day, you must follow steps 4 through 7
8. After you have reviewed your hours and made any changes necessary, click **Submit**
 - a. If your timesheet is pending, error messages will display at the top of the screen
 - i. If you have questions or concerns, please contact Customer Service at 1-877-908-1755.

BETTERONLINE™ WEB PORTAL E-TIMESHEETS & TRAVEL INVOICES

Confirm Timesheet

Error on 04/01/10 8:00 AM - 4:00 PM:
Missing required date for "Employment Packet Received Date"

Error on 04/02/10 8:00 AM - 4:30 PM:
There is no Employee Rate established or effective for this Consumer No.
There is no Employee Rate established or effective for this Consumer No.
Pay Rate cannot be zero.
Billable Rate cannot be zero.
Missing required date for "Employment Packet Received Date"

Hours Summary

- b. If there are no errors, you will receive the message below. Your timesheet was successfully submitted and will be paid in accordance with the payroll schedule.

West Virginia
Traumatic Brain Injury (TBI)
Personal Options Waiver Program

Welcome Nicole Romano | (External ID: E000030) | Logout Change Password Program Selector

[Provider Home](#) | [Invoice](#) | [Participant Search](#) | [Timesheets](#) | [Contact Us](#)

Your timesheet has been updated and has been submitted to the participant for approval.

QA TESTEMPLOYEEIT01 Employee ID: E000030	Timesheet for QA TESTCONSUMERIT01 Participant ID: 1111111 Participant Phone No: Service: PAS - Personal Attendant Service	Timesheet ID : WV/ID02867 Status: SUBMITTED
--	---	---

Date	Total Daily Hours	Time In	Time Out	Hours Worked	Activities
04/11/2016 Monday	10 hours	10:10 AM 7:00 PM	5:03 PM 10:00 PM	7 hours 3 hours	
04/12/2016 Tuesday					
04/13/2016 Wednesday	3 hours	7:00 PM	10:00 PM	3 hours	
04/14/2016 Thursday					
04/15/2016 Friday					
04/16/2016 Saturday					
04/17/2016 Sunday					
04/18/2016 Monday					
04/19/2016 Tuesday					
04/20/2016 Wednesday					
04/21/2016 Thursday	3 hours	7:00 PM	10:00 PM	3 hours	
04/22/2016 Friday					
04/23/2016 Saturday					
04/24/2016 Sunday	3 hours	7:00 PM	10:00 PM	3 hours	
Total	19 hours				

[Show printable version \(PDF\)](#)

BETTERONLINE™ WEB PORTAL E-TIMESHEETS & TRAVEL INVOICES

HOW TO VIEW & SEARCH TIMESHEETS:

You can use the BetterOnline™ Web Portal to monitor and view your timesheets.

1. Select and/or enter any of the following information
 - a. **Timesheet Status:** On the Timesheet List page, you can view all timesheets submitted by your employees by filtering your search results by:
 - i. **All:** All timesheets that you have submitted; this will include paid, unpaid, saved, submitted, approved, rejected, in process, good to pay, and pending timesheets
 - ii. **Paid:** Timesheets that have been paid
 - iii. **Unpaid:** Timesheets that have not been paid
 - iv. **Saved:** Timesheets that you have started and saved; these timesheets have not been submitted for approval
 - v. **Submitted:** Timesheets you have submitted for hours worked
 - vi. Exceptions, Exception Requested, Exception Denied: Not applicable
 - vii. **Approved:** Timesheets your employer has approved
 - viii. **Rejected:** Timesheets your employer has rejected; you will receive an email indicating why the timesheet was rejected. You may make any adjustments to the timesheet and resubmit for approval.
 - ix. **In Process:** Timesheets that have been approved by your employer and are being processed by PPL for payment
 - x. **Good to Pay:** Timesheets that are good to pay – these timesheets will pay in accordance with the payroll schedule
 - xi. **Pending:** Timesheets that are in a pending status – these timesheets may be pending for a variety of reasons (please work with your Resource Consultant to see if any of the hours can clear)
 - xii. **Denied:** Timesheets that will not be paid (denied reasons - not enough funds in the budget, employee's training expired, etc.)
 - b. **Timesheet Start Date Range:** You may want to use this search feature if you want to view all your timesheet(s) for a particular pay period.
 - c. **Timesheet Submitted Date Range:** You may want to use this search feature if you want to see all timesheets you submitted during a certain time period.
 - d. **Check Number:** You may want to use this search feature if you want to view a particular pay stub or timesheet.
2. After you have entered all your search criteria, click **Search**. You will now see all the timesheets within your search parameters.

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West Virginia
Traumatic Brain Injury (TBI)
Personal Options Waiver Program

Welcome Nicole Romino | Exit Portal (ID: 4000030) | Logout | Change Password Program Selector

Provider Home Invoice Participant Search **Timesheets** Contact Us

Timesheets

Timesheet Status:

Timesheet Start Date Range: any - any

Timesheet Submitted Date Range: any - any

Check Number:

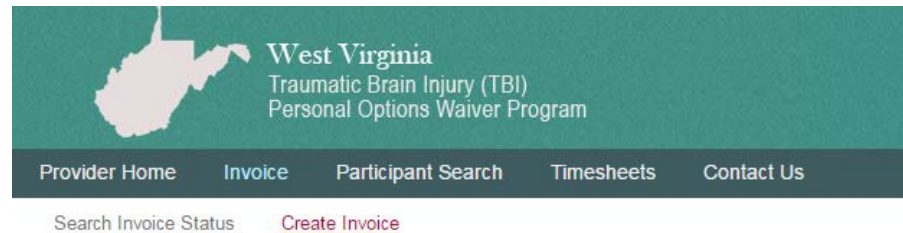
All Timesheets (8 results)

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 Amount (before tax)	Notes
View	WVID0282	QA TESTEMPLOYEEIT01	04/11/2016	04/24/2016	04/21/2016	rromino	QA TESTCONSUMERIT03	APPROVED				
View	WVID0333	QA TESTEMPLOYEEIT01	04/11/2016	04/24/2016	04/25/2016	rromino	QA TESTCONSUMERIT03	SUBMITTED				
View	WVID02470	QA TESTEMPLOYEEIT01	11/23/2015	12/05/2015	01/05/2016	trugayen	QA TESTCONSUMERIT01	DENIED				
View	WVID02466	QA TESTEMPLOYEEIT01	11/23/2015	12/05/2015	01/05/2016	trugayen	QA TESTCONSUMERIT01	PAID	000079	\$0.00	\$0.00	
View	WVID00637	QA TESTEMPLOYEEIT01	12/09/2013	12/22/2013	12/18/2013	bnogan	QA TESTCONSUMERIT01	DENIED				
View	WVID00639	QA TESTEMPLOYEEIT01	11/25/2013	12/09/2013	12/19/2013	bnogan	QA TESTCONSUMERIT01	DENIED				
View	WVID00007	QA TESTEMPLOYEEIT01	09/11/2012	09/24/2012	09/29/2012	rtreeman	QA TESTCONSUMERIT01	DENIED				
View	WVID00001	QA TESTEMPLOYEEIT01	04/02/2012	04/15/2012	04/24/2012		QA TESTCONSUMERIT03	PAID		\$0.00	\$0.00	

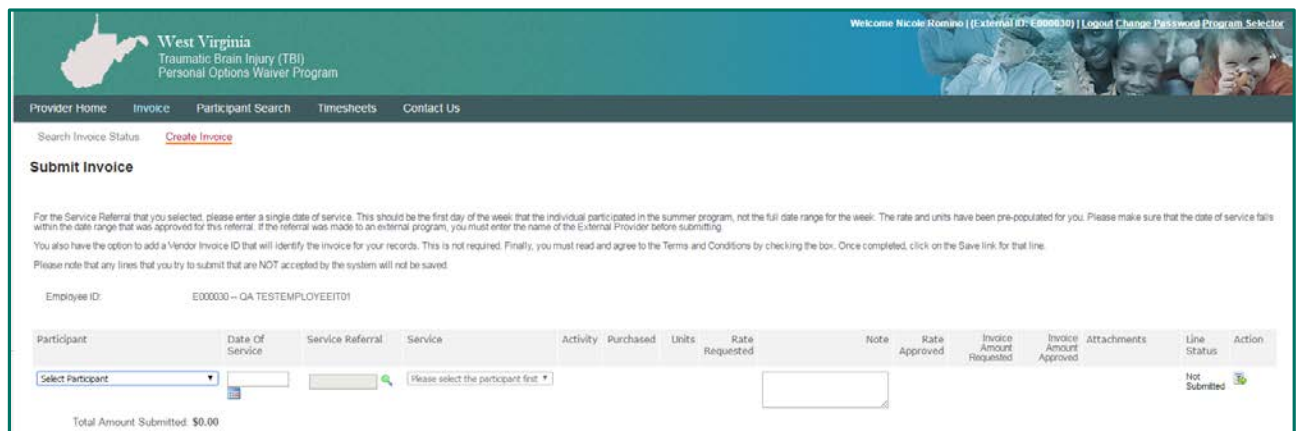
BETTERONLINE™ WEB PORTAL E-TIMESHEETS & TRAVEL INVOICES

HOW TO SUBMIT TRAVEL INVOICES

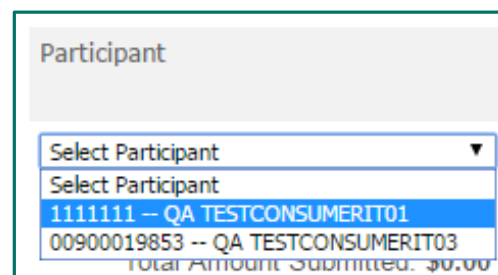
1. Click on **Invoice**



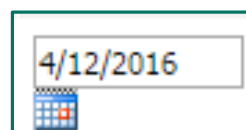
2. Click **Create Invoice**



3. Select the **Participant** you are submitting mileage for by clicking on the dropdown menu



4. Enter the **Date of Service** by clicking on the calendar and selecting the date you provided transportation services



5. Click on the **Service Referral** magnifying glass. A pop-up screen will appear with all the services the participant is eligible for; choose the transportation service that corresponds with the month in which

BETTERONLINE™ WEB PORTAL E-TIMESHEETS & TRAVEL INVOICES

you are providing the transportation (**TRANS: Transportation**)

Created Date	Referral ID	Participant Name	Service	Start Date	End Date	Status
4/19/2012 3:23:00 PM	AUL000001	TESTCONSUMERIT03 QA	PAS: Personal Attendant Service	4/1/2012	4/30/2012	Approved
4/21/2016 2:24:00 PM	AUL002529	TESTCONSUMERIT03 QA	PAS: Personal Attendant Service	4/1/2016	4/1/2017	Approved
8/13/2012 3:46:00 PM	AUL000023	TESTCONSUMERIT03 QA	TRANS: Transportation	4/1/2012	4/30/2012	Approved
5/2/2016 11:43:00 AM	AUL002531	TESTCONSUMERIT03 QA	TRANS: Transportation	4/1/2016	4/30/2016	Approved

- a. The service will automatically populate in the **Service** box

Service Referral:

Service:

6. Click on **Activity**. A pop-up screen will appear with activities.
 - a. You may choose as many **Activities** needed to describe the purpose of the travel
 - b. In the **Notes** section, you may type details regarding the actives
 - c. Click **OK**

Activity

<input type="checkbox"/> Career Development	<input checked="" type="checkbox"/> Communication Skills Development	<input checked="" type="checkbox"/> Community Awareness
<input type="checkbox"/> Decrease Maladaptive Behavior	<input type="checkbox"/> Exercise	<input type="checkbox"/> Functional Academics Development
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Safety	<input type="checkbox"/> Shopping
<input checked="" type="checkbox"/> Social Skills Development		

Notes:
Took QA to a social at the local senior center

7. Enter the total number of miles in the Units box. You must round up or round down to the nearest whole mile.
 - a. Round down for less than half mile
 - b. Round up for a half mile or more

Units

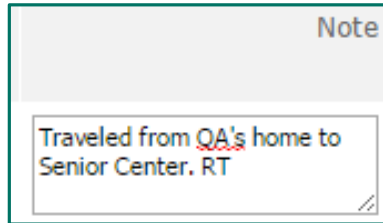
8. Enter the **Rate Requested**. The rate requested is the pay rate in which participant has agreed to pay for mileage. This can be found on the spending plan. You will not be paid more or less than what was agreed upon.

Rate Requested

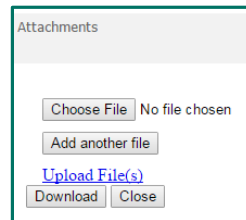
/ UNIT

BETTERONLINE™ WEB PORTAL E-TIMESHEETS & TRAVEL INVOICES

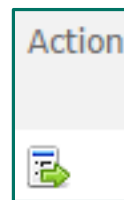
9. In the **Note** section you **MUST** enter the starting point and destination for the activity. You can designate a round trip by using the abbreviation “RT”.



10. **Attachments** - you may attach your travel invoice in order to submit your travel expenses.

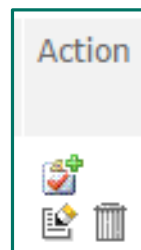


11. After you have completed entering your travel for the day, under **Action**, click the **Submit Icon**.

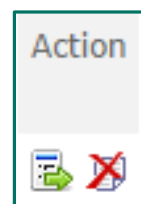


12. After you have submitted the line, you may enter more mileage. Under **Action**, click the **Add New Line Icon** and follow steps 1-11.

- a. If there are errors, an error message will display after you click Submit. If you have any questions or concerns, please contact Customer Service at 1-877-908-17755.



13. If you made an error, you can click the **X Icon** to remove the line.

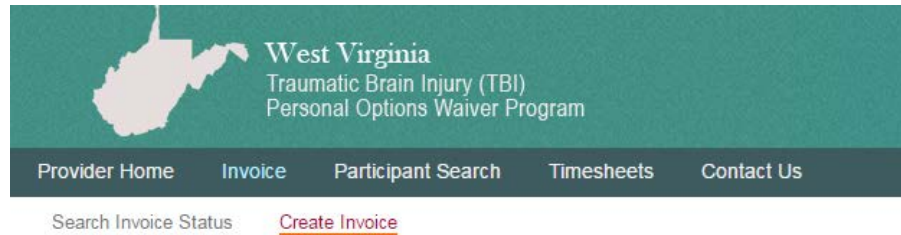


BETTERONLINE™ WEB PORTAL E-TIMESHEETS & TRAVEL INVOICES

HOW TO SEARCH TRAVEL INVOICES

You can use the BetterOnline™ Web Portal to monitor and view your invoices.

1. Click on **Invoice**



2. Click **Search Invoice Status**

3. To view all invoices you created, click Search

- a. You can filter the search criteria with the below. After you have entered all criteria, click Search
 - i. **Participant ID:** This number was assigned to the Participant when they were enrolled in the Program
 - ii. **Service Date Start:** The first date the transportation service was provided (normally coincides with the pay period start date)
 - iii. **Service Type:** The default is all
 - iv. **Check No.:** The Check Number for the transportation service(s) you were paid (this check number may also have Personal Attendant Services – hours worked)
 - v. **Invoice ID:** The ID that was pre-generated when you created your invoice
 - vi. **Service Referral ID:** This is the Service Referral ID that you selected when you created your invoice
 - vii. **Service Date End:** The last date the transportation service was provided (normally coincides with the pay period end date)
 - viii. **Invoice Status:** The status of the invoice

BETTERONLINE™ WEB PORTAL E-TIMESHEETS & TRAVEL INVOICES

1. **All:** All invoices
2. **Submitted:** Invoices that you have submitted but are not yet approved
3. **Approved:** Invoices that have been submitted and approved by your employer
4. **Rejected:** Invoices that have been submitted but rejected by your employer
5. **In Process:** Invoices that have been approved and are being processed by PPL for payment
6. **Pending:** Invoices that are in a pending status – these invoices may be pending for a variety of reasons (please work with your Resource Consultant to see if any of the hours can clear)
7. **Paid:** Invoices that have been paid
8. **Denied:** Invoices that will not be paid due to a variety of reasons (denied reasons - not enough funds in the budget, employee’s training expired, etc.)
9. **Good To Pay:** Invoices that are good to pay and will pay out in accordance with the payroll schedule

The screenshot shows the 'West Virginia Traumatic Brain Injury (TBI) Personal Options Waiver Program' web portal. The navigation bar includes 'Provider Home', 'Invoice', 'Participant Search', 'Timesheets', and 'Contact Us'. The main content area is titled 'Search Invoices' and contains the following fields:

- Employee ID: E000030 – QA TESTEMPLOYEEIT01
- Participant ID: [Text Input]
- Service Date Start: any [Calendar Icon]
- Service Type: All [Dropdown]
- Check No: [Text Input]
- Invoice ID: [Text Input]
- Service Referral ID: [Text Input]
- Service Date End: any [Calendar Icon]
- Invoice Status: All [Dropdown]

A 'Search' button is located at the bottom center of the form.