

How does a Provider submit a timesheet?

Thank you for choosing to use electronic timesheets through our online Web Portal. This is a quick and easy method of submitting timesheets that PPL and MI AETNA are happy to offer.

This document will provide a quick and easy-to-follow guide on how to submit an electronic timesheet as a Provider in the Michigan Health Link Program.

1. Please open your web browser to access the Web Portal
 - <https://fms.publicpartnerships.com/PPLPortal/login.aspx>
2. Enter in your username and password to login to the Web Portal.
3. Please select the Create Timesheet button to begin the timesheet creation process.

The screenshot shows the Michigan Health Link web portal interface. At the top, there is a navigation bar with 'My Profile', 'Provider View Timesheet', and 'Contact Us'. Below this, there are links for 'Create Timesheet |' and 'Search Timesheet |'. A red arrow points to the 'Create Timesheet' button. The main content area is titled 'Timesheets' and contains a form for creating a new timesheet. The form includes fields for 'Timesheet Status' (set to 'Unpaid'), 'Timesheet Start Date Range', 'Timesheet Submitted Date Range', and 'Check Number'. A red message states: 'To improve the timesheet submission process, the default has been changed to Unpaid.' Below the form is a 'Search' button. The results section is titled 'Unpaid Timesheets (9 results)' and displays a table with columns for Action, Timesheet ID, Provider Name, Timesheet Start Date, Timesheet End Date, Submitted Date, Member Name, Status, and Check Number. Two rows of data are visible in the table.

Action	Timesheet ID	Provider Name	Timesheet Start Date	Timesheet End Date	Submitted Date	Member Name	Status	Check Number
Review View Pend History	TS0000067	QA Provider01	05/25/2015	06/07/2015	05/26/2015	QA Member01	GOOD TO PAY	
Review View Pend History	TS0000073	QA Provider01	05/25/2015	06/07/2015	05/26/2015	QA Member01	GOOD TO PAY	

- Please choose which Member you would like to create a timesheet for and click Create Timesheet.

Create Timesheet

To create a timesheet, first select your member.

Advanced Search

Member	Member ID	Good To Serve*	Member Profile	Create Timesheet
TEST, TEST	0000000123	Yes	Member Profile	Create Timesheet

*Good to Serve status is based on today's date 11/17/2014. Please note: The good to serve status may be different for the actual date of service.

- Select the date you would like to submit time for by clicking on the calendar icon. Once a date is selected, it will automatically pre-populate a timesheet for the pay period.

Time Period: Begin: Monday, End: Sunday. Please click on the calendar icon that corresponds to that date.

← October, 2014 →

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	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	31	1
2	3	4	5	6	7	8

Today: November 10, 2014

6. You can now begin entering the Service Type, Times In, and Time out on your electronic timesheet.

Submit Timesheet

QA Provider01
Provider ID: PMIA000002

Timesheet for QA Member01
Member ID: QA0001
Member Phone No: 313-555-1429
Service:

Time Period: Begin: Monday 05/25/2015. Click on the calendar to select different dates.

Date	Hours
05/25/2015 Monday	Service <input type="text"/> Time In <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> There are more hours <input type="button" value="Copy"/> <input type="button" value="Paste"/>
05/26/2015 Tuesday	Service <input type="text"/> Time In <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> There are more hours <input type="button" value="Copy"/> <input type="button" value="Paste"/>
05/27/2015 Wednesday	Service <input type="text"/> Time In <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> There are more hours <input type="button" value="Copy"/> <input type="button" value="Paste"/>

7. You will be prompted to check a box confirming a legal agreement that the entered information is accurate before submitting your timesheet.

8. After the box has been checked you may proceed with submitting your timesheet by clicking the Submit button.

❖ Note that you may select 'Save My Work' to update your timesheet throughout the week.

The information provided in this timesheet is true, correct and accurate to the best of my knowledge. I understand that any false statement may be cause for termination of my Independent Provider Agreement, legal, and/or civil sanctions.

9. a. After you select submit, if you receive an error and pop-up message it means that your timesheet is breaking a payroll rule. Please edit your timesheet or if you believe this has occurred in error please call our customer service at 1-855-388-4097 to have a representative assist you.

Michigan Michigan Health Link

My Profile Provider View Timesheet Contact Us

Confirm Timesheet

Error on 06/03/15 1:00 AM - 2:00 AM:
 There is no Employee Rate established or effective for this Consumer No.
 There is no Employee Rate established or effective for this Consumer No.
 Worked Dollars exceeds the Dollars remaining on the Authorization.
 Pay Rate cannot be zero.
 Billable Rate cannot be zero.
 Entries cannot be in the future. Please check entries and resubmit.

QA Provider01 Provider ID: PMIA000002	Timesheet for QA Member01 Member ID: QA0001 Member Phone No: 313-555-1429
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9.b. If you select submit and receive no error message, you will be given a confirmation that your timesheet has been submitted to your member/employer for approval.

Your timesheet has been created and has been submitted to the member for approval.

TEST PROVIDER Provider ID: E005422		Timesheet for QA TestConsumer Member ID: 0001234567					
Date	Total Daily Hours	Members Served	Service Type	Service Type Code	Time In	Time Out	Hours Worked
10/27/2014 Monday	5 hours	1 2	ATC-N ATC-N	ATC-N ATC-N	7:00 AM 5:00 PM	8:00 AM 9:00 PM	1 hour 4 hours
10/28/2014 Tuesday	1 hour	1	ATC-N	ATC-N	7:00 AM	8:00 AM	1 hour
10/29/2014 Wednesday							
10/30/2014 Thursday							
10/31/2014 Friday							
11/01/2014 Saturday							
11/02/2014 Sunday							
11/03/2014 Monday							
11/04/2014 Tuesday							
11/05/2014 Wednesday							
11/06/2014 Thursday							
11/07/2014 Friday	1 hour	1	ATC-N	ATC-N	8:00 PM	9:00 PM	1 hour
11/08/2014 Saturday	2 hours	1 2	ATC-N ATC-N	ATC-N ATC-N	7:00 AM 8:00 PM	8:00 AM 9:00 PM	1 hour 1 hour
11/09/2014 Sunday							
Total	9 hours						

10. Congratulations! You have submitted your electronic timesheet. Your timesheet will now be available for your member/employer to review.