

E-Timesheet Instructions

Instructions for Participants

E-timesheets allow your employees to enter their timesheets online and submit them for your approval. Participants can view the status of each timesheet and approve or reject it. All of this can be done at your convenience and without having to call our customer service center to confirm that your employee's timesheet has been received. Instructions for your employees can be found in their packets or online on our website at www.publicpartnerships.com.

Remember: Before you start using e-timesheets, you must first be a registered user. Please follow the *PPL BetterOnline™ Web Portal Registration* instructions included in your enrollment packet to become a registered user. You may also download instructions from our website.

Participant: How to Approve/Reject an E-Timesheet

Your employees must first enter their timesheets online and submit them for your review. Once your employee has entered a timesheet online, you can log onto the BetterOnline™ web portal to check the timesheet's status.

1. Log into the PPL Web Portal using your username and password:

<https://fms.publicpartnerships.com>

2. You will default onto the **Timesheet List** page.
 - Near the bottom of the page, the participant will see action items assigned to him or her, including any submitted timesheets.

The screenshot shows the 'Timesheet List' page. At the top, there are search filters: 'Timesheet Status' (set to 'Submitted'), 'Timesheet Start Date Range' (set to 'any'), and 'Timesheet Submitted Date Range' (set to 'any'). There is also a 'Check Number' field and a '+ Search with Employee Name...' link. A 'Search' button is located below these filters. Below the search area, it says 'Submitted Timesheets (1 result.)'. A table displays the results with columns for Action, Timesheet ID, Timesheet Start Date, Timesheet End Date, Submitted Date, Submitted By, Member, Employee Name, Status, Check Number, and Timesheet Amount (before tax). The table contains one row with the following data: Action: View, Approve/Reject; Timesheet ID: OK0000049244; Timesheet Start Date: 08/01/2014; Timesheet End Date: 08/15/2014; Submitted Date: 08/27/2014; Submitted By: tmatt; Member: TEST MEMBER; Employee Name: TEST EMPLOYEE; Status: SUBMITTED; Check Number: (blank); Timesheet Amount (before tax): \$56.50.

Action	Timesheet ID	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Member	Employee Name	Status	Check Number	Timesheet Amount (before tax)
View Approve/Reject	OK0000049244	08/01/2014	08/15/2014	08/27/2014	tmatt	TEST MEMBER	TEST EMPLOYEE	SUBMITTED		\$56.50

3. Click on the **Approve/Reject** button next to the timesheet you want to review.

- A summary of the timesheet will be displayed. Review this for accuracy and completeness.

Approve or Reject Timesheet

TEST EMPLOYEE Employee ID: E001565		Timesheet for TEST MEMBER Member ID: C001170 Member Phone No: 6143610812 Service: -			
Date	Total Daily Hours	Time In	Time Out	Hours Worked	Activities
08/01/2014 Friday					
08/02/2014 Saturday					
08/03/2014 Sunday					
08/04/2014 Monday	1 1/2 hours	3:00 PM	4:35 PM	1 1/2 hours	
08/05/2014 Tuesday					

- At the bottom of the page you will see the option to **Show printable version (PDF)**. This button allows you to print the timesheet so that you may keep a hardcopy for your records. *You do not need to print the timesheet if you don't want to. Timesheets will always be maintained electronically for your review.*
- If you determine that the time entered on the timesheet is accurate, click on the **Approve** button. You will be sent to a confirmation page, displaying that the timesheet is now approved.
 - Remember, Public Partnerships will not pay for timesheets that are not approved.
 - By *approving* the timesheet, it is automatically entered into our payroll system for payment.
 - When the timesheet status shows **PAID**, it means we have processed a payment for that timesheet.

This timesheet is now approved. [Return to Timesheet List](#)

TEST EMPLOYEE Employee ID: E001565		Timesheet for TEST MEMBER Member ID: C001170 Member Phone No: 6143610812 Service: -			
Date	Total Daily Hours	Time In	Time Out	Hours Worked	Activities
08/01/2014 Friday					
08/02/2014 Saturday					
08/03/2014 Sunday					
08/04/2014 Monday	1 1/2 hours	3:00 PM	4:35 PM	1 1/2 hours	
08/05/2014 Tuesday					

- If you find an error on the timesheet, click on the **Reject** button.
 - When a timesheet is *rejected*, it is sent back to the employee for review and correction. The employee will see the reasons entered for rejection and will need to correct the timesheet.
 - You will need to follow up with your employee regarding timesheet rejection and advise them of the corrections needed to ensure they are paid on time. PPL will not be contacting your employee, as this is your responsibility.