

E-Timesheet Hints and Tips

Individual
Provider



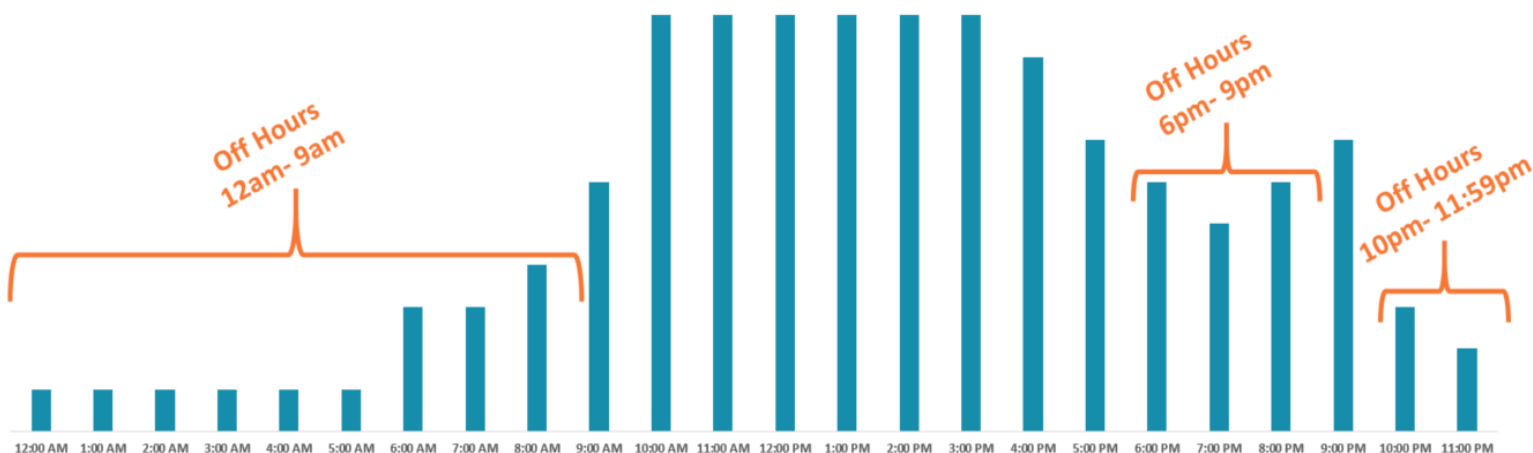
In the Individual ProviderOne (IPOne) payment system, timesheets can be submitted electronically (e-timesheets) by using a computer, laptop, or tablet.

- 🕒 IPOne shows when your e-timesheet is successfully submitted, or if corrections are needed.
- 🕒 Save your timesheet as you go, so you can make any changes before submitting for payroll processing.
- 🕒 Create and save an electronic timesheet template if you work the same days each week. This will save you time when entering your hours and tasks worked for each pay period.

E-Timesheets Tips

Here are some tips and reminders to help you submit your timesheet online.

- ✔️ **Save** your timesheet when you enter hours on IPOne. Only click **Submit** at the end of the pay period rather than each time you add hours to your timesheet.
- ✔️ **Submit** your timesheet for the pay period as soon as you've worked the **last day** in the pay period – no need to wait until the timesheet deadline date.
- ✔️ Try to **Submit** your timesheet during “**off hours**” – such as early morning or evening hours. Many providers submit timesheets at the same time which causes a heavy system load. Submitting timesheets during “off hours” may help with having a better experience with the IPOne system.



IPOne is here to help!

Contact the Call Center at [844-240-1526](tel:844-240-1526) for questions about submitting timesheets online.

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