

How does a Member or Employer Approve a timesheet?

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

This document will provide a quick and easy-to-follow guide on how to Approve or Reject an electronic timesheet as a Member/Employer 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. Under Timesheet List, it will automatically filter by 'Submitted' to view your Provider's submitted timesheets. Timesheets in 'Submitted' status require action by you as the member/employer.

Timesheet List

There were no timesheets that matched your search criteria.

Timesheet Status: Submitted ▾
All
Submitted
Approved
Rejected
Paid
In Process
Pending
Denied

Timesheet Start Date Range: - any

Timesheet Submitted Date Range: - any

Check Number

[+ Search with Provider Name...](#)

4. Now you can view all the timesheets that have been submitted by all your providers. Please click on the Approved/Reject button.

My Profile Authorizations **Timesheet List** Contact Us

Timesheet List

Timesheet Status: Submitted ▾ **To improve the timesheet approval process, the default has been changed to Submitted.**

Timesheet Start Date Range: -

Timesheet Submitted Date Range: -

Check Number

[+ Search with Provider Name...](#)

Submitted Timesheets (1 result.)

Action	Timesheet ID	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Member	Provider Name	Status	Check Number	Timesheet Amount (before tax)
<input type="button" value="View"/> <input type="button" value="Approve/Reject"/>	TS0623577	09/01/2014	09/14/2014	9/16/2014		TESTCONSUMER, QA	Test Provider	SUBMITTED		\$0.00

5. You can now view the hours submitted by your Provider. Please review the information to make sure it is correct.

Approve or Reject Timesheet

TEST PROVIDER Provider ID: E005422				Timesheet for TEST TEST Member ID: 000000000000123			
Date	Total Daily Hours	Members Served	Service Type	Service Type Code	Time In	Time Out	Hours Worked
09/22/2014 Monday	6 hours	1	RSP	RSP	6:00 AM	12:00 PM	6 hours
09/23/2014 Tuesday							
09/24/2014 Wednesday	4 hours	1	RSP	RSP	12:00 PM	4:00 PM	4 hours
09/25/2014 Thursday							
09/26/2014 Friday	6 hours	1	RSP	RSP	8:00 AM	2:00 PM	6 hours
09/27/2014 Saturday							
09/28/2014 Sunday							
09/29/2014 Monday							
09/30/2014 Tuesday							
10/01/2014 Wednesday							
10/02/2014 Thursday							
10/03/2014 Friday							
10/04/2014 Saturday							
10/05/2014 Sunday							
Total	16 hours						

6. If you determine that the information submitted is not correct. Please select a reason why it is incorrect and click on the Reject button.

- ❖ If this occurs, the Provider will be able to read the reject reason and notes. The Provider will have the ability to edit their timesheet and resubmit it to be reviewed by their member/employer.

The screenshot shows a web form titled "Reject". It contains a section for "Rejection Reasons (Choose up to 4)" with four radio button options: "Hours billed are inaccurate", "Days billed are inaccurate", "Service code billed is inaccurate", and "Other reason not listed. (Please explain below)". Below this is a text area for "Additional Rejection Note" and a "Reject" button at the bottom.

7. If the information is accurate, please check the legal agreement box and click the Approve button.

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.

Approve

8. Congratulations! You have just Approved your Provider's electronic timesheet.

- ❖ Please check the status of the timesheet the following morning to confirm that it will be Good to Pay.