

BETTERONLINE™ WEB PORTAL E-TIMESHEETS

Welcome to the PPL BetterOnline™ Web Portal E-Timesheet Approval for Participants & Program Representatives.

In the BetterOnline™ Portal, you can view, approve, reject, and create timesheets and monitor your Participant-Directed budget.

Before you can start viewing and approving/rejecting 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 **Timesheet List** page will be the default page when you log into the BetterOnline™ Web Portal. This page will display all the timesheets submitted by your employee(s).

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

Welcome Nicole Romino | (External ID: 00900019853) | Logout Change Password Program Selector

Budget Summary Invoice Online FFR Timesheets Timesheet List Contact Us

Timesheet List

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

Timesheet Start Date Range: any - any

Timesheet Submitted Date Range: any - any

Check Number:

[- Search with Employee Name -](#)

Employee First Name:

Employee Last Name:

All Timesheets (2 results)

Action	Timesheet ID	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Participant	Employee Name	Status	Check Number	Timesheet Amount (before tax)
<input type="button" value="View"/> <input type="button" value="Approve/Reject"/>	WWID02832	04/11/2016	04/24/2016	04/21/2016	nromino	QA TESTCONSUMERIT03	QA TESTEMPLOYEEIT01	APPROVED		\$78.75
<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Approve/Reject"/>	WWID02833	04/11/2016	04/24/2016	04/25/2016	nromino	QA TESTCONSUMERIT03	QA TESTEMPLOYEEIT01	SUBMITTED		\$225.00

HOW TO VIEW & SEARCH 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. **Submitted:** Timesheets your employee submitted for hours worked
 - ii. **Approved:** Timesheets you have approved

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- iii. **Rejected:** Timesheets you have rejected
 - iv. **Paid:** Timesheets that have been paid
 - v. **In Process:** Timesheets that you have approved and are being processed by PPL
 - vi. **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)
 - vii. **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 have multiple employees and you want to view all of their timesheets for just one pay period.
- c. **Timesheet Submitted Date Range:** You may want to use this search feature if you want to see all timesheets submitted during a certain time period.
- d. **Search with Employee Name:** You may want to use this search feature if you have multiple employees and you only want to view timesheets for one of them.
- i. To search by the employee name, click on **+Search with Employee Name...** and enter the **Employee First Name** and **Employee Last Name**

[- Search with Employee Name...](#)

Employee First Name:

Employee Last Name:

2. After you have entered all your search criteria, click **Search**. You will now see all the timesheets within your search parameters.

All Timesheets (2 results)											
Action	Timesheet ID	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Participant	Employee Name	Status	Check Number	Timesheet Amount (before tax)	
<input type="button" value="View"/> <input type="button" value="Approve/Reject"/>	WV1D02832	04/11/2016	04/24/2016	04/21/2016	nromino	QA TESTCONSUMERIT03	QA TESTEMPLOYEEIT01	APPROVED		\$78.75	
<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Approve/Reject"/>	WV1D02833	04/11/2016	04/24/2016	04/25/2016	nromino	QA TESTCONSUMERIT03	QA TESTEMPLOYEEIT01	SUBMITTED		\$225.00	

BETTERONLINE™ WEB PORTAL
E-TIMESHEETS

HOW TO APPROVE/REJECT TIMESHEETS:

1. To **Approve/Reject** a timesheet submitted by your employee(s), click on the **Approve/Reject** button.

All Timesheets (1 result.)										
Action	Timesheet ID	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Participant	Employee Name	Status	Check Number	Timesheet Amount (before tax)
View Approve/Reject	WMD02832	04/11/2016	04/24/2016	04/21/2016	nromino	QA TESTCONSUMERIT03	QA TESTEMPLOYEEIT01	SUBMITTED		\$78.75

2. The timesheet will display with the hours your employee worked. Please review the hours to ensure they are accurate. Once reviewed, click **Approve** or **Reject**.

QA TESTEMPLOYEEIT01 Employee ID: E000030		Timesheet for QA TESTCONSUMERIT03 Participant ID: 00900019853 Participant Phone No: Service: PAS - Personal Attendant Service			
Date	Total Daily Hours	Time In	Time Out	Hours Worked	Activities
04/11/2016 Monday	5 1/4 hours	7:04 AM	12:16 PM	5 1/4 hours	
04/12/2016 Tuesday					
04/13/2016 Wednesday					
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					
04/22/2016 Friday					
04/23/2016 Saturday					
04/24/2016 Sunday					
Total	5 1/4 hours				

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

Reject

[Reject](#)

- a. If you reject the timesheet, select the reason for rejection. You may also enter specific details in the optional “Additional Rejection Note” section.

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Reject

Rejection Reasons (Choose up to 2)	
<input type="checkbox"/>	Hours worked are inaccurate
<input type="checkbox"/>	Days worked are inaccurate
<input type="checkbox"/>	Incorrect service code

Additional Rejection Note

Reject

- b. Once you reject the timesheet, it is sent back to the employee for review and correction. Your employee will see the reason you entered for rejection and will then correct and resubmit the timesheet for your approval.
3. The timesheet will now be Approved or Rejected based upon your review.