

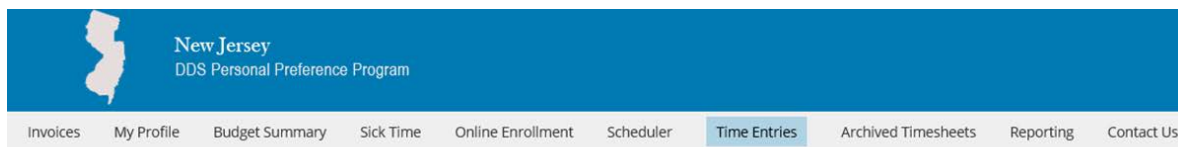
## ELECTRONIC TIMESHEETS - BETTERONLINE™ WEB PORTAL SYSTEM

This document will provide a brief walk through of the changes Participants and their Authorized Representatives can expect in the BetterOnline™ Web Portal System.

When you login, you will first see the new *'Time Entries'* page. This is the new page where you can see any shifts created and submitted from December 7, 2020 forward.

The *'Archived Timesheets'* page will allow you to see any timesheets previously submitted (before December 7, 2020) using the previous system setup.

**Helpful Tip:** If you would like to move to a new page, you can select the options in the menu header bar just as you always have.



### Time Entries

Date Range

Oct 1, 2020 - Nov 30, 2020

There were no timesheets that matched your search criteria.

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## TIME ENTRIES

If you have previously used the PPL electronic timesheet, you will now notice a change to the system. The page that used to be called *'Participant View Timesheets'* now says *'Time Entries'*.

All of the things you used to do in the Participant View Timesheets page, you can still do in the Time Entries page. PPL needed to make this system change to support the new EVV functionality.

### *What can I do in the Time Entries page?*

In the Time Entries page, you can:

- Review shifts submitted for your approval
- Approve or Reject submitted shifts
- Check to see if shifts were paid

### *How do I use the Time Entries page?*

- Select the Provider (for whom you wish to approve or review a shift)
- Select the Pay Period for Providers that 'Need Approval'

Pay Period	Provider	PPL Provider ID	Hours	Ready for Approval	Gross Amount	Check Amount	Check No	Action
10/01/2020 - 10/15/2020	QA TestProvider	PODA0000114	3h 0m					<a href="#">View Entries</a>
9/16/2020 - 9/30/2020	QA TestProvider	PODA0000114	5h 0m		\$ 56.90	\$ 27.25	Pay Stub (RA305993)	<a href="#">View Entries</a>
9/01/2020 - 9/15/2020	QA TestProvider	PODA0000114	6h 45m		\$ 66.77	\$ 36.32	Pay Stub (RA305990)	<a href="#">View Entries</a>

## How to Approve and Reject Time Entries

1. Select individual boxes for specific shift dates OR select **'ALL'** to approve all shifts submitted in a pay period.
2. To approve the dates selected, hit **'Approve Selected'**.
3. To reject the dates selected, hit **'Reject Selected'**.
  - o Don't forget to provide a note back to your provider so they know why a shift was rejected.

### Time Entry Approvals

Provider

E000626

Time Period  
6/16/19 - 6/30/19

2 3

Select all Approve selected Reject selected

1

	Date	Service	Time In	Time Out	Hours	Status	Reason	Rejection Notes
<input type="checkbox"/>	06/20/2019 Thursday	T2025UIPC0 - Personal Care Standard			1h 0m	Submitted		
<input type="checkbox"/>	06/20/2019 Thursday	T2025UIHA0 - Health Maintenance Standard			5h 30m	Submitted		
<input type="checkbox"/>	06/21/2019 Friday	T2025UIHA0 - Health Maintenance Standard			5h 0m	Submitted		
<input type="checkbox"/>	06/21/2019 Friday	T2025UIPC0 - Personal Care Standard			1h 0m	Submitted		

**Helpful Tip:** The statuses that you are used to seeing have not changed. If a timesheet is in **'SUBMITTED'** status, it is awaiting your approval before PPL can process it.

Timesheet Status	What does it mean?
<b>SUBMITTED</b>	This shift has been submitted and has successfully passed all of the timesheet rules. It is now awaiting the Participant's approval before PPL can process it.
<b>APPROVED</b>	This shift has been approved and will be processed in the next pay cycle.
<b>IN PROCESS</b>	This shift is currently being processed by PPL's payroll team.
<b>GOOD TO PAY</b>	This shift is one step away from payment.
<b>REJECTED</b>	This shift has been rejected by you. It requires that the provider correct a portion of the timesheet and resubmit it for approval.
<b>PENDING</b>	This shift has been submitted and currently breaks a timesheet rule that must be corrected before payment can occur.
<b>DENIED</b>	This shift cannot be paid or processed.

**We hope you enjoy using the BetterOnline Web Portal! Please feel free to contact our Customer Service Center with any questions you may have!**