

Dear Participant:

Welcome to submitting timesheets and invoices via the Web Portal! We are thrilled that you want to use the “e-timesheet” system. This document explains how to use the e-timesheet system as an employer. (There are separate instructions for workers.) Before you start using the system, you must register to use it. If this is your first time using the system, please follow the instructions on *Registering to Use the Web Portal* before you follow the instructions found in this document.

As an employer, there are four main things that you can do in the Web Portal:

1. Approve or reject timesheets
2. View the status of timesheets
3. View the status of your budget
4. Approve, reject, or view transportation invoices

This document will provide you with instructions on completing all three tasks. There is also a **Glossary** at the end to provide you with some basic e-timesheet lingo.

If you have any questions, please do not hesitate to contact us:

Thank you,

Public Partnerships, LLC (PPL)

Phone (English)	(877)-522-1053	Administrative Fax:	(855)-867-1676
Phone (Cantonese)	(877)-522-1055	Timesheet Fax:	(855)-597-3876
Phone (Spanish)	(877)-522-1054	TTY:	(800)-360-5899
Email:	CAGGRC@pcgus.com	Web:	www.publicpartnerships.com

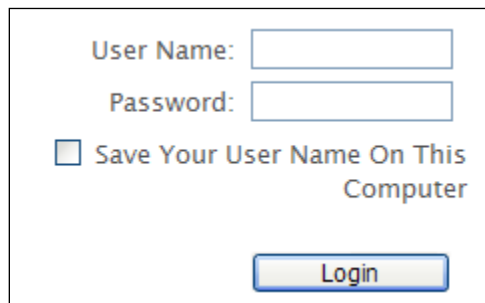
INSTRUCTIONS ON SUBMITTING INVOICES ON THE WEB PORTAL

For assistance, call Customer Service at (877)-522-1053

1. Approving or Rejecting Timesheets

You can use the e-timesheet system to approve or reject any timesheet that a worker has submitted electronically. You cannot approve or reject timesheets that have been mailed or faxed into to PPL. **The most important thing to remember is**, if you are using e-timesheets, you must log on and check for timesheets at the end of each pay period. If you do not approve the timesheets, your workers cannot get paid!

1. Go to <https://fms.publicpartnerships.com>
2. Enter your user name and password and click Login. Remember that your user name and password are case sensitive.



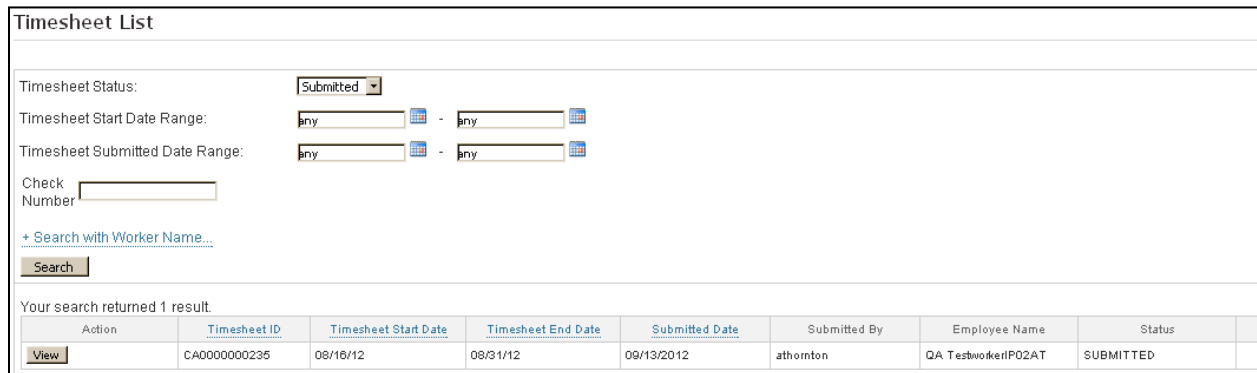
User Name:

Password:

Save Your User Name On This Computer

Login

3. The system will bring you to the Timesheet List screen. This screen lists all timesheets associated with your account. The timesheets are sorted in order of timesheet start date with the most recent start date at the top of the page.



Timesheet List

Timesheet Status:

Timesheet Start Date Range: -

Timesheet Submitted Date Range: -

Check Number

+ Search with Worker Name...

Search

Your search returned 1 result.

Action	Timesheet ID	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Employee Name	Status
View	CA0000000235	08/16/12	08/31/12	09/13/2012	athornton	QA Testworker\F02AT	SUBMITTED

4. Timesheets waiting to be approved or rejected have a status of “submitted.” (For information on the other status types, see the Glossary on the last page of the instructions.) Click on Approve/Reject to see more details for that timesheet.

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5. The system will show you the hours that have been submitted for that timesheet.

View Timesheet

Hours Summary

QA TestworkerIP02AT Worker ID: E00031	Timesheet for QA Testparticipant01AT Participant ID: 9639639 Participant Phone No:	Timesheet ID : CA0000000235 Status: SUBMITTED
--	--	--

Date	Total Daily Hours	Service	Service Code	Time In	Time Out	Hours Worked
08/16/2012 Thursday	2 1/2 hours	Nrsng-LicensedVocationalNriAlt	460-ALVN	3:15 PM	5:45 PM	2 1/2 hours
08/17/2012 Friday						
08/18/2012 Saturday						

6. At the bottom of the screen, click Approve to approve the timesheet or Reject to reject the timesheet. Approving the timesheet will send it into payroll to get paid in the next check run. Rejecting the timesheet will send it back to the worker. The worker has the opportunity to update the timesheet and sent it back to you for re-approval.

Approve/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

OR

Additional Rejection Note
<div style="border: 1px solid black; height: 40px;"></div>

Remember: your worker cannot get paid unless you approve the timesheet!

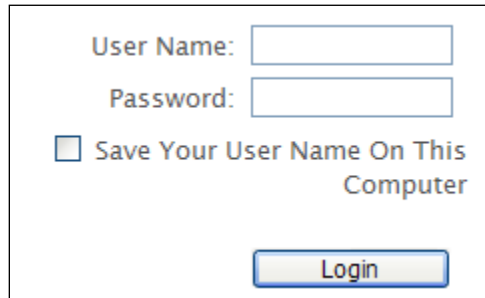
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2. Viewing the Status of Timesheets

You can use the e-timesheet system to see what timesheets PPL has received, the way we received them (through the Web Portal or via fax/mail), and if the timesheet has been paid.

1. Go to <https://fms.publicpartnerships.com>
2. Enter your user name and password and click Login. Remember that your user name and password are case sensitive.



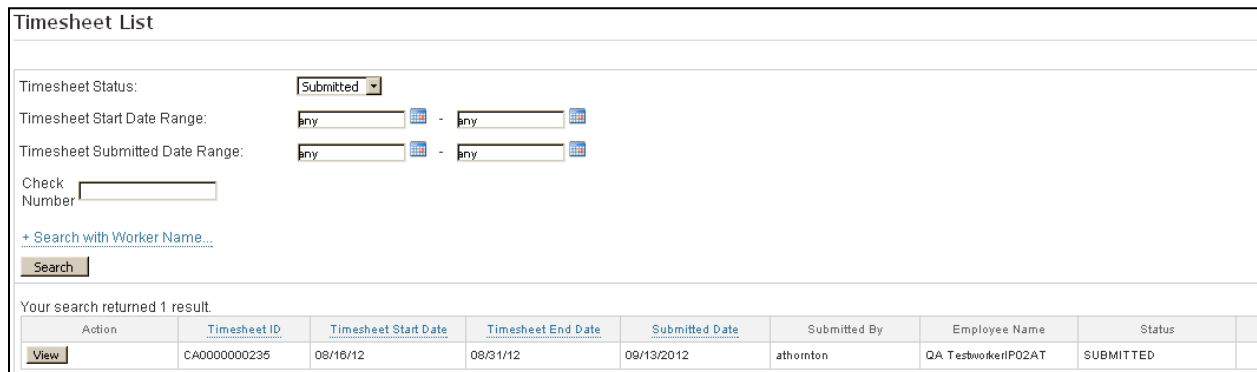
User Name:

Password:

Save Your User Name On This Computer

Login

3. The system will bring you to the Timesheet List screen. This screen lists all timesheets associated with your account. The timesheets are sorted in order of timesheet start date with the most recent start date at the top of the page.



Timesheet List

Timesheet Status: Submitted

Timesheet Start Date Range: any - any

Timesheet Submitted Date Range: any - any

Check Number:

+ Search with Worker Name...

Search

Your search returned 1 result.

Action	Timesheet ID	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Employee Name	Status
View	CA0000000235	08/16/12	08/31/12	09/13/2012	athornton	QA TestworkerIP02AT	SUBMITTED

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You can view any timesheet in the list by clicking the View button on the left-hand side. It will provide you with a detailed listing of the time submitted along with the activities associated with the time submitted.

View Timesheet						
Hours Summary						
QA TestworkerIP02AT Worker ID: E00031		Timesheet for QA Testparticipant01AT Participant ID: 9639639 Participant Phone No:			Timesheet ID : CA0000000235 Status: SUBMITTED	
Date	Total Daily Hours	Service	Service Code	Time In	Time Out	Hours Worked
08/16/2012 Thursday	2 1/2 hours	Nonsg-Licensed/Vocational/NAAlt	480-ALVN	3:15 PM	5:45 PM	2 1/2 hours
08/17/2012 Friday						
08/18/2012 Saturday						

You can print off timesheets by clicking on the Show Printable Version (PDF) button. This will produce a pdf copy of the timesheet, which you can then print if you would like.

05/06/2009 Wednesday	4 hours
05/07/2009 Thursday	
05/08/2009 Friday	
05/09/2009 Saturday	
05/10/2009 Sunday	
Total	22 hours

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

- In the Status column, you can see if the timesheet has been paid. If a timesheet has been paid, the Check Number column will list the number of the check issued for this timesheet.

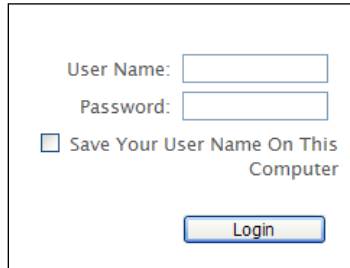
Action	Timesheet ID	Timesheet Start Date	Timesheet End Date	Submitted Date	Employee Name	Status	Check Number
View	IN0016454	04/20/09	05/03/09	04/23/2009	JANE SMITH	PAID	9698
View	IN0016213	01/19/09	02/01/09	02/04/2009	JOHN JONES	PAID	RA005287

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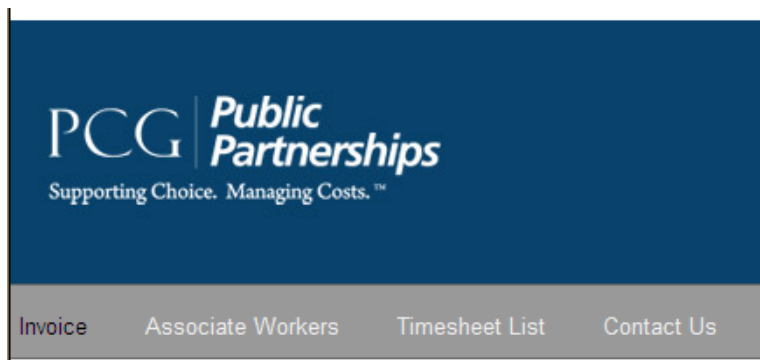
4. Approve, Reject, or View Transportation Invoices



1. Go to <https://fms.publicpartnerships.com>
2. Enter your user name and password and click Login. Remember that your user name and password are case sensitive.

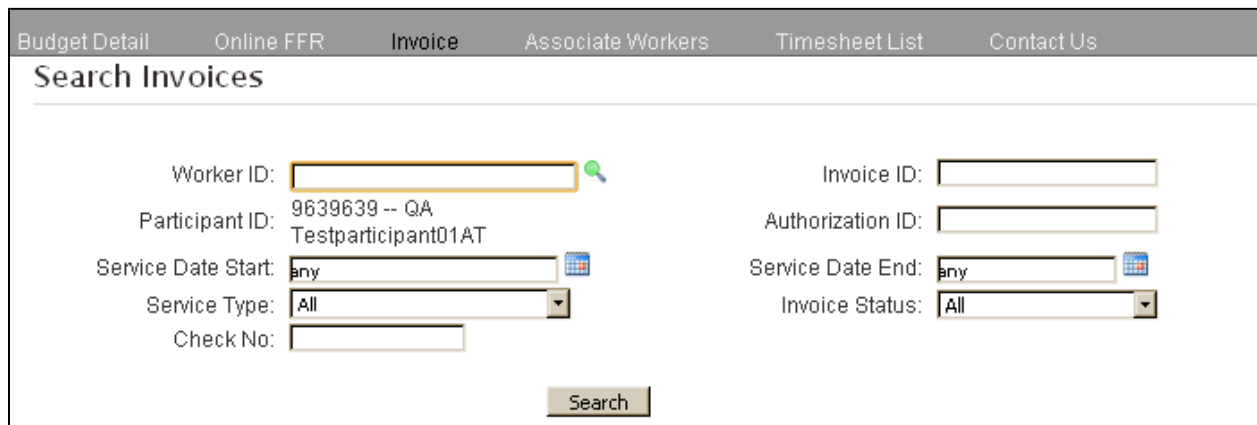


User Name:
Password:
 Save Your User Name On This Computer

3. Select **Invoice** in the main toolbar.




4. Using the **Magnifying Glass** icon  you may select the worker whose invoices you wish to review. You may also filter on the dates worked by clicking on the **Calendar** icon . If you want to view all invoices, simply hit Search.




Budget Detail Online FFR Invoice Associate Workers Timesheet List Contact Us

Search Invoices

Worker ID: 

Participant ID: 9639639 -- QA
Testparticipant01AT


Service Date Start: 

Service Type:

Check No:

Invoice ID:

Authorization ID:

Service Date End: 

Invoice Status:

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- An invoice table will appear on the screen that shows anything that has been submitted by your worker. The status of each invoice will be submitted, approved, denied, and rejected.

Your search found 4 records.

Action	Invoice ID	Invoice Date(s)	Submitted Date(s)	Worker Name	Submitted By	Total Amount	Check No	Payment Date	Status
Details	CA0000000089	8/17/2012	08/17/12 11:19:08 AM	QA TestWorkerIP01TH		\$0.00		08/27/12	PAID
Details	CA0000000143	8/22/2012	08/22/12 5:58:14 PM	QAtester qa	TonyYu	\$1.35		08/27/12	PAID
Details	CA0000000145	8/23/2012	08/23/12 5:40:10 PM	QA TestWorkerIP01TH	thimmel	\$2.50		08/27/12	PAID
Details	CA0000000166	8/27/2012	08/27/12 4:10:34 PM	QA TestWorkerIP01TH		\$0.50		08/30/12	PAID

- Invoices that were created by workers are in **Submitted** status.
- Invoices that you mark as correct will show as **Approved**.
- Invoices that you mark as incorrect will show as **Rejected**.
- Invoices that were denied due to not following PPL's rules will appear **Denied** and cannot be resubmitted.

- Click on the **Details** button to approve or reject a Submitted invoice.

Action	Invoice ID	Invoice Date(s)	Submitted Date(s)	Worker Name	Submitted By
Details	CA0000000089	8/17/2012	08/17/12 11:19:08 AM	QA TestWorkerIP01TH	

- The next screen will show the dates worked, notes, and total amount to be paid for transportation.
 - Note: It will stay in **Submitted** status until you **Approve** or **Reject** it.

Worker Invoice CA0000000238 Details				
Worker ID: E00036		Worker Name: QA TestworkerIP06AT		
Worker Invoice ID: CA0000000238		Invoice Status: SUBMITTED		
Authorization ID Service Description CPT Code	Participant Name Participant ID	Date Of Service Time In Time Out	Submitted Date	Attachments
AUL0000168 TRANS-Mileage	QA Testparticipant02AT CID: C000053	08/21/12	09/13/12	Manage Files...

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8. If the information is correct, you may approve by clicking the **Approve** button. If it is not correct, please select the reason why or enter your reason in the notes field and click **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

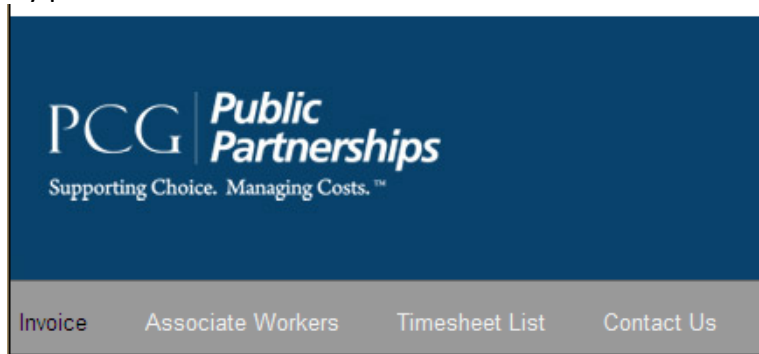
9. If you select **Approve**, the screen will reload and the Invoice Status will be **Approved**.

Worker ID: E00036	Worker Name: QA TestworkerIP06AT
Worker Invoice ID: CA0000000238	Invoice Status: APPROVED

10. If you select a check box and hit **Reject**, the screen will reload and the Invoice Status will be **Rejected**.

Worker ID: E00036	Worker Name: QA TestworkerIP06AT
Worker Invoice ID: CA0000000238	Invoice Status: REJECTED • Hours worked are inaccurate

11. To return to the original invoice search screen, you may click on **Invoice** in the top red toolbar at any point.



12. Other search features are available to narrow your search. Click on the **Invoice Status** dropdown bar to select the status you'd like to view or the **Check No.** drop down bar to view invoices by their check number.

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Glossary

Billable Rate: The amount per unit that PPL uses from your authorization. This amount covers the wages we pay to your employees plus the employer taxes that we pay on your behalf.

Invoiced: The amount of funds that have been approved for payment for the next payroll.

Line Amount: The amount of units for a date of service multiplied by the billable rate. Also, the total amount used in a budget for a given date of service.

Paid: The amount of funds that have been paid.

Pay Rate: The gross amount per unit that we pay your employee.

Authorizations: The authorization that PPL receives from TN DIDD that authorizes you for self-direction services.

Service Dates: The dates that the participant receives self-direction services.

Status: The status of a timesheet. A timesheet can have several different statuses: Approved, Denied, In Progress, Submitted, Paid or Rejected.

- A timesheet in **In Progress** status means that the faxed timesheet is in payroll being processed.
- A timesheet in **Submitted** status means that the employee submitted the timesheet to the employer using e-timesheet and the employer has not approved it yet.
- A timesheet in **Approved** status means that the employer has approved the timesheet for payment using the e-timesheet system but the payment has not been made yet.
- A timesheet in **Rejected** status means that the employer has rejected the timesheet for payment using the e-timesheet system and has sent the timesheet back to the worker.
- A timesheet in **Denied** status means that PPL rejected a timesheet that was submitted via fax.
- A timesheet in **Paid** status means that the timesheet was approved and the employee was paid.

Timesheet ID: Every timesheet PPL receives is assigned a number. It is a chronological number.

Units: The measure of service. For hourly services, one unit means one hour. For daily respite, one unit means one day.