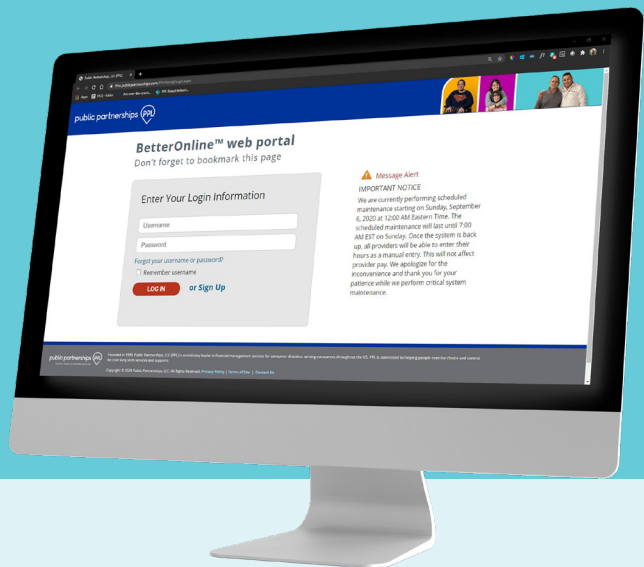




BETTERONLINE

TIME ENTRIES FOR PROVIDERS



QUICK GUIDE
AT A GLANCE

✓ Time Entry

TIME ENTRY

When you first log in, you will see the Time Entries page for the current pay period.

This is the page where you need to enter your time for each shift that you work in the current pay period.

New Jersey
DDS Personal Preference Program

Welcome Stacey Soucy | (External ID: PONJP019315) | Logout Change Password Program Selector

Invoice Sick Time W2 Forms My Profile **Time Entries** Archived Timesheets Contact Us

Time Entries Payroll

Time Entries

1 Pay Period
← Feb 01 - Feb 14 →

Participant
Demo Member2 2

⊙ Pend History

	Service	Time In	Time Out	Activities	Notes	Status	Action
Monday 01	no entries						+ ADD ENTRY
Tuesday 02	no entries						+ ADD ENTRY
Wednesday 03	no entries						+ ADD ENTRY 3

If you need to enter time for an earlier pay period, or you need to enter time for a different participant than shown, you can do this by using the **back arrow (1)** below Pay Period or the **drop-down (2)** arrow below Participant.

For the day you need to enter time, select **Add Entry (3)**.

IMPORTANT

If you are used to submitting your time on a Timesheet, the Time Entries page replaces this functionality. You will now need to submit individual time entries for each shift worked. With this change, each time entry needs to be submitted as you add it in the system. There is no longer a need to save time on a Timesheet to be submitted later.

For each entry, select **Service, Date and Time** you started working, and **Date and Time** you stopped working. Be sure to check that the “Time in” and “Time out” have the correct “am” or “pm” designation for a morning or afternoon shift.



It's best to submit your time each day, rather than all at once for a week or a pay period.

Select the **Service Activities** you completed during the shift.

Add Entry ✕

Service

Date In: 02/01/2021 Time In: 12 :29 pm to Date Out: 02/01/2021 Time Out: 01 :29 pm

Service Activities

IMPORTANT

If you are used to submitting your time on a Timesheet, you will notice that there is no longer a copy/paste feature. This is intentional. On the Time Entries page, the intent is that you are recording your exact time in and time out as it occurs, which may not be exactly the same for each shift.

If you are required to use EVV for time entry, you will be asked to select a reason that you are manually entering your time via the Web Portal.

Once your entry is added for that day, the status will show as “Not Submitted”.

You can add additional time entries before submitting, if needed.

	Service	Time In	Time Out	Activities	Notes	Status	Action
Monday 01 + ADD ENTRY	T2025-SE - PCA	8:29 AM	10:03 AM	Bathing, Dressing		Not Submitted	Edit Delete

Once all entries have been added, you will need to **check the attestation box (4)** at the bottom of the page. The Submit button will be disabled until this attestation box is checked.

After checking the attestation box, click **Submit Entries (5)**. This will fully submit any entries that were added or modified above.

IMPORTANT

You must click Submit Entries for your time entry details to be submitted for processing. If you navigate away from this page before submitting, your entries will not be saved, and your entries have not been received for processing.

+ ADD ENTRY no entries

4 By attesting here, I certify that I have provided the services to the participant during the times described.

5 **SUBMIT ENTRIES** CANCEL

IMPORTANT

If you are used to submitting your time on a Timesheet, you will notice that there is no longer a Timesheet Number visible when you submit your time. This is intentional since you are now submitting multiple individual time entries in a pay period rather than one two-week timesheet.

After clicking Submit Entries, you will receive a confirmation box letting you know that your time was successfully submitted.



Even though you are not required to use Time4Care, using Time4Care can save you time and let you know PPL has received your timesheet immediately!

Success!

Your entries have been submitted.

CONTINUE

The status of your time entry will then display as **Submitted (6)** on the same Time Entries page.

	Service	Time In	Time Out	Activities	Notes	Status ⁶	Action
Monday 01 + ADD ENTRY	T2025-SE - PCA	8:29 AM	10:03 AM	Bathing, Dressing		Submitted	✎ Edit 🗑️ Delete

Your participant/employer will be able to review, and approve or reject, each time entry that has a Submitted status.

You can view the current status of each time entry on the **Time Entries** page.

You can also view the status, along with payment details, by selecting the **Payroll** sub-menu option.

The Payroll page groups all your time entries by Pay Period. The most recent pay period is at the top. If payroll has not been processed yet, you will not see any payment details. Click on **View Entries (7)** to return to the Time Entries view to see all your time entry details for that pay period, including status.

For any past pay periods, you will see payment details, including a link to view your Paystub. Select **View Entries** to see your time entry details for that pay period.

Payroll

Date Range

Jan 3, 2021 - Jan 29, 2021

Pay Period	Participant	Hours	Pay Date	Gross Amount	Action
Jan 17 - Jan 30, 2021		80h 0m			View Entries
Jan 03 - Jan 16, 2021		80h 0m	Jan 29, 2021	\$920.00 Paystub	View Entries ⁷