



*Participant Directed Option*

**PPL Web Portal  
Instructional Manual**



## Table of Contents

Online User Registration for **Participants & DSWs**.....3

How **DSWs** Create & Submit Electronic Timesheets.....8

How **Participants** Approve/Reject Electronic Timesheets.....17

**You can download additional instructions online at [www.publicpartnerships.com](http://www.publicpartnerships.com).**

Go to the Simply-FL PDO program, click on “Program Login” in the upper-right corner, select “Florida” from the drop-down menu, click on the “Simply PDO” link.

# How to Guide for the PPL Web-Portal

## How to Register Online

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### Welcome to the PPL Web Portal system!

***How do I register online?*** This document will outline for you how to set up your Username and Password so that you can begin using the PPL Web Portal. The process for online registration is the same for both Participants & DSWs.

#### As a Participant once you are registered you will be able to use the PPL Web Portal for

- ✚ Managing your Authorizations
- ✚ Approving your Direct Service Worker's E-Timesheets
- ✚ Viewing the status of your Direct Service Worker's E-Timesheets

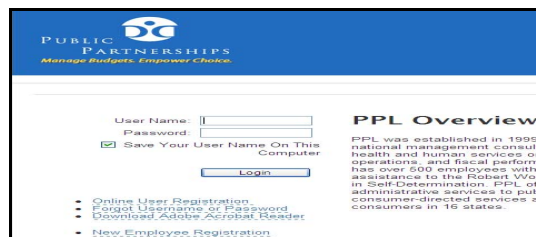
#### As a DSW once you are registered you will be able to use the PPL Web Portal to:

- ✚ Creating Timesheets
- ✚ Reviewing your Timesheet Payment Status

1. The first thing you should do is type in the web address provided below into your browser: (we recommend saving this as a *favorite*, so that you don't have to keep typing it in).

<https://fms.publicpartnerships.com/PPLPortal/login.aspx?>

2. A log in screen will appear. You will use this screen to log into the Web Portal after you have registered.



**PUBLIC PARTNERSHIPS**  
Marriage Budgets. Empower Choice.

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

**PPL Overview**  
PPL was established in 1999 as a national management consulting firm providing health and human services operations and fiscal performance assistance to the Robert Wood Johnson Foundation. PPL offers administrative services to public consumers in 16 states.

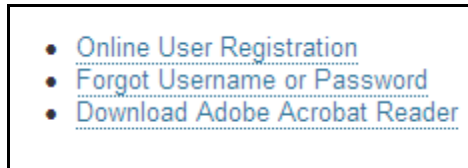
- Online User Registration
- Forgot Username or Password
- Download Adobe Acrobat Reader
- New Employee Registration

## How to Guide for the PPL Web-Portal

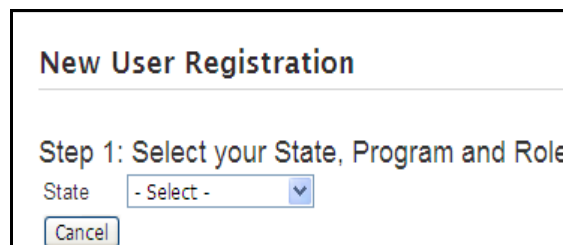
### How to Register Online

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3. Select the **Online User Registration** hyper link below the login button on the Login Screen.

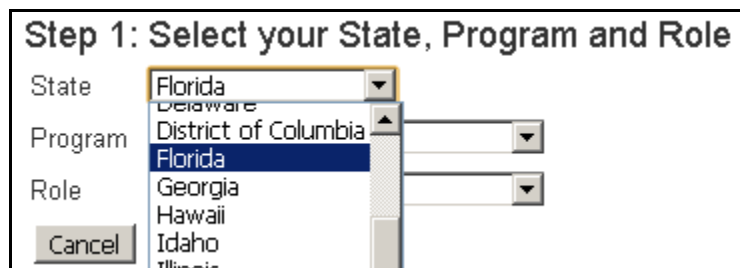


4. This will bring you to the **New User Registration** screen. It will ask you to choose your state.



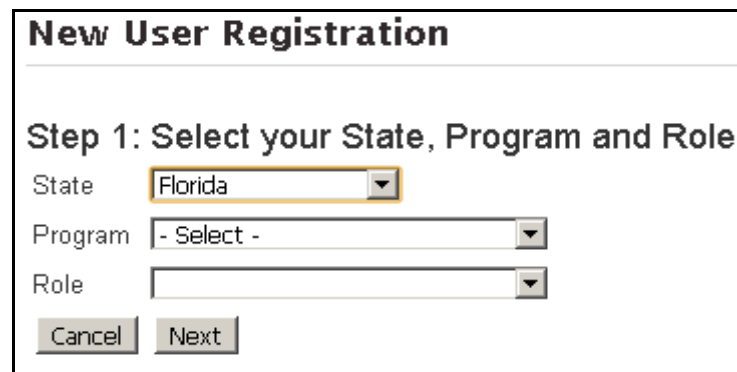
A screenshot of the "New User Registration" screen. The title is "New User Registration". Below it, the text says "Step 1: Select your State, Program and Role". There is a "State" dropdown menu with "- Select -" selected. A "Cancel" button is visible at the bottom left.

5. You should select **FLORIDA** from the drop down list.



A screenshot of the "New User Registration" screen. The title is "Step 1: Select your State, Program and Role". The "State" dropdown menu is open, showing a list of states: Florida, Delaware, District of Columbia, Florida (highlighted), Georgia, Hawaii, Idaho, Illinois. There are also "Program" and "Role" dropdown menus to the right, both currently showing "- Select -". A "Cancel" button is visible at the bottom left.

6. After you select your state two new data fields will appear: **Program** and **Role**  
✚ Select your Program – **Simply FL\_PDO**



A screenshot of the "New User Registration" screen. The title is "New User Registration". Below it, the text says "Step 1: Select your State, Program and Role". The "State" dropdown menu is set to "Florida". The "Program" dropdown menu is set to "- Select -". The "Role" dropdown menu is empty. There are "Cancel" and "Next" buttons at the bottom.

## How to Guide for the PPL Web-Portal

### How to Register Online

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- ✚ Select your Role – (if you choose the incorrect role the system will not be able to verify your information.
- ✚ If you are the Participant or Representative select the **PARTICIPANT** role.
- ✚ If you are the Direct Care Worker select the **Direct Service Worker** role.

**Step 1: Select your State, Program and Role**

State: Florida

Program: FL MCO IC

Role: - Select -  
- Select -  
Case Manager  
Participant  
Direct Service Worker  
Service Facilitator

Cancel

- After you have selected your role hit the **NEXT** button to continue on to registration.
  - ✚ By choosing the correct role the system now knows which information to look up for your account.
  - ✚ **VERY IMPORTANT!! If you do not choose the correct role the system will be unable to find your account in order for you to complete your registration.**
- You will be brought to the **STEP 2. Verify Credentials** screen. You are now required to verify who you are by completing the three data fields below :
  - ✚ **PPL ID:** This number has been generated by PPL and is unique to each participant in the program. It may also be referred to as your Participant or DSW ID.
  - ✚ **Last Name:** This is the Participant's or DSWs last name
  - ✚ **D.O.B:** This is the Participant's or DSWs date of birth, which we have on file in the system already.

## How to Guide for the PPL Web-Portal How to Register Online

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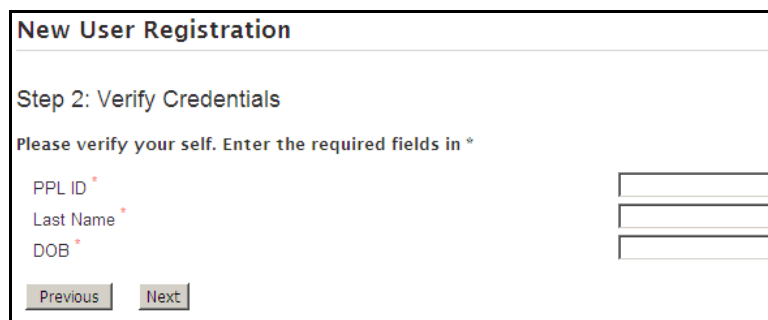
### **+ Please note IMPORTANT for users registering under the Participant Role ONLY!**

Even though you are representing the Participant, you still put the D.O.B of the Participant in the system, not yours.

*Please enter the date of birth in the format below:*

**+ Ex.** Correct = 12/12/1988

**+ Ex.** Wrong = 12/12/88



The screenshot shows a web form titled "New User Registration" with a sub-header "Step 2: Verify Credentials". Below the sub-header is the instruction "Please verify your self. Enter the required fields in \*". There are three input fields: "PPL ID \*", "Last Name \*", and "DOB \*". At the bottom of the form are two buttons: "Previous" and "Next".

### **+ If the system is unable to verify your information there are potentially two issues:**

1. The Participant's or DSWs information was inaccurately entered at the time of enrollment. In order to resolve this:

**+ You should call Customer service and provide the Participant/DSW ID so that PPL can verify the demographic information we have on file.**

2. You will now be brought to **Step 3: User Information** page. This is the page in which you will actually register yourself as a user in the system. You will be asked for the following information:

## How to Guide for the PPL Web-Portal

### How to Register Online

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The screenshot shows a web form titled "New User Registration" with the sub-header "Step3: User Information". The form contains several input fields: "First Name" with the value "J", "Last Name" with "Ly", "User Name", "Password", "Confirm Password", and "Email Address" (marked as optional). There is a "Notes" text area and three "Security Questions" represented by dropdown menus. Below the questions are three corresponding text input fields for answers. At the bottom of the form are "Previous" and "Submit" buttons.

- ✚ **Username**- PPL suggests that you use the first letter of your first name and your last name.
  - i. Ex. Mary Poppins = MPoppins
    1. Please note, if the user name you selected is already in use you will need to select a different username.
  
- ✚ **Password**- Your password must be at least **6** characters long and contain *at least* **1 numerical character, 1 capitalized character and 1 lower case character**. Please be aware that your password will be case sensitive.
  
- ✚ **Confirm Password**- Here, you need to retype the password you created.
  
- ✚ **Email Address**- Your email address is an optional field. PPL will use this to send information pertaining to your timesheets to your email account. **Please note: If you provide an email address you will receive an email confirmation of your username and password.**
  
- ✚ **Security Questions**- You should choose three questions from the drop down menu. Put the answers to these questions in the data field next to it.
  - i. If you ever needed to change your username or password these questions provide a layer of security to protect your privacy. So that only YOU can change your user registration information.

## How to Guide for the PPL Web-Portal

### How to Register Online

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3. If you are happy with all of your information hit the **SUBMIT** button.

**CONGRATULATIONS!**

**You are now registered and ready to Log In to the Web Portal!**



# How To Guide for the PPL Web-Portal

## How to Create & Submit an Electronic Timesheet

### Direct Service Worker (DSW): *How to Create and Submit a timesheet*

1. Log in to the PPL Web Portal using your pre assigned username and password

<https://fms.publicpartnerships.com/PPLPortal/login.aspx?>

2. You will default on the “Timesheets” page.

Participant Search Direct Service Worker View Timesheet Contact Us

Create Timesheet Search Timesheet

### Timesheet List

There were no timesheets that matched your search criteria.

Timesheet Status: Unpaid To improve the timesheet submission

Timesheet Start Date Range: any - any

Timesheet Submitted Date Range: any - any

Check Number

Search

3. Here, you will see two options in the gray header bar.
  - a. Create Timesheet
  - b. Search Timesheet
4. Select the option for “**Create Timesheet**” by clicking on the words. You will see the “Participant Search” page below:

Participant Search Direct Service Worker View Timesheet Contact Us

### Participant Search

Advanced Search

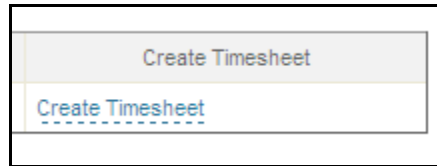
Participant	Participant ID	City	Employer of Record Name	Phone	Create Timesheet
CONSUMER, ASSOC	C000060	SS	ASSOC EMPLOYER	222-222-2222	<a href="#">Create Timesheet</a>

5. The participant search page will show all of the participants you work for.
  - a. In the example above you work for “ASSOC CONSUMER” if you would like to submit a timesheet for Mr. CONSUMER the blue hyperlink to the right of the page.

# How To Guide for the PPL Web-Portal

## How to Create & Submit an Electronic Timesheet

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b. If you are trying to submit a timesheet for a different participant and they do not appear here, you may not be associated with that participant in the system. You should call Customer Service to determine what the next step is.

i. This can happen if PPL has not received/or processed your paperwork for this participant yet.

6. After selecting the blue hyper link you will see the "Submit Timesheet" page below:

a. This is the beginning of the timesheet creation process.

A screenshot of the "Submit Timesheet" page in the PPL web portal. The page has a green header with navigation links: "Participant Search", "Direct Service Worker View Timesheet", and "Contact Us". The main heading is "Submit Timesheet". Below this, it displays "Timesheet for Assoc Consumer" with "Participant ID: C000060" and "Participant Phone No: 222-222-2222". A prompt says "Please select the dsw." followed by a table with two columns: "DSW ID" and "DSW Name". The table contains one row with "E00003" in the "DSW ID" column and "sdas dasd" in the "DSW Name" column. Both fields are underlined, indicating they are hyperlinks.

7. In this first screen you should click on the calendar box to select the pay period you are submitting time for.



## How To Guide for the PPL Web-Portal

### How to Create & Submit an Electronic Timesheet

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8. After selecting the correct pay period you will be taken to the screen below:

The screenshot shows the 'Submit Timesheet' page. At the top, there are navigation links: 'Participant Search', 'Direct Service Worker View Timesheet', and 'Contact Us'. The main heading is 'Submit Timesheet'. Below this, there is a summary box for 'QA TESTDSWEHO1' with the following details: 'DSW ID: E00009', 'Timesheet for QA TestParticipantEH01', 'Participant ID: C000061', 'Participant Phone No: 617-426-2026', and a 'Service:' dropdown menu set to 'Select a common service'. Below the summary box, there is a 'Time Period:' section with the text 'Begin: Sunday 09/08/2013. Click on the calendar to select different dates.' and a date selector showing '9/10/2013' with a calendar icon. The main table has two columns: 'Date' and 'Hours'. The table contains three rows for the dates 09/08/2013 Sunday, 09/09/2013 Monday, and 09/10/2013 Tuesday. Each row has a 'Service' dropdown menu, 'Time In' and 'Time Out' time pickers, and buttons for 'There are more hours', 'Copy', and 'Paste'.

9. This page is where you will enter in the time you worked for the pay period.

a. If you didn't work on one day, that's ok, just leave it blank.

10. At the top of the page you should confirm that you are putting together a timesheet for the right participant.

a. You also have the option of selecting a "Common Service".

The screenshot shows the 'Test Employee' page. It has a similar layout to the previous screenshot. The summary box contains: 'Test Employee', 'Employee ID: E00011', 'Timesheet for TEST CONSUMERQA1', 'Individual ID: N9098002', 'Individual Phone No:', and a 'Service:' dropdown menu set to 'Select a common service'.

b. This dropdown feature is used by direct service workers who provide the same service throughout the entire pay period.

c. The common service drop down lets you populate every line of the timesheet at once instead of filling in each day individually.

d. The common service drop down is **optional**; you do not have to use this feature.

# How To Guide for the PPL Web-Portal

## How to Create & Submit an Electronic Timesheet

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✚ If you choose to use it you will see something similar to the example below:

**Submit Timesheet**

QA TESTDSWEH01  
DSW ID: E00009

Timesheet for QA TestParticipantEH01  
Participant ID: C000061  
Participant Phone No: 617-426-2026

Service:

Time Period: Begin: Sunday 09/08/2013. Click on the calendar

Date	Service	Time In	Time Out
09/08/2013 Sunday	<input type="text" value="Select a common service"/>	<input type="text"/>	<input type="text"/>

There are more hours Copy Paste

✚ If you choose not to use the “Select Common Service” feature. **You should enter in the service type for each of the days worked.**

11. To enter the service per day click on the “Service” drop down bar on the day you worked.

Time Period: Begin: Sunday 09/08/2013. Click on the calendar to select different dates.

Date	Service	Time In	Time Out
09/08/2013 Sunday	<input type="text" value="Select a common service"/>	<input type="text"/>	<input type="text"/>
09/09/2013 Monday	<input type="text" value="S5125 - Attendant care services"/>	<input type="text"/>	<input type="text"/>

There are more hours Copy Paste

✚ Every day you work must have a service selected.

✚ If you worked a service that does not appear in your drop down menu please contact customer service. This typically means we did not receive a rate or enrollment paperwork required for that service type.

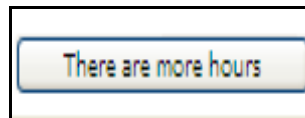
12. Next you should select the hours in the day that you worked.

## How To Guide for the PPL Web-Portal How to Create & Submit an Electronic Timesheet

- To select the time of day you started click on the **“Time In”** dropdown:
- To select the time of day you ended click on the **“Time Out”** dropdown:
- You can also select minutes if you would like.

Date	Hours
09/08/2013 Sunday	Service: S5125 - Attendant care services Time In: [dropdown] Time Out: [dropdown] [There are more hours] [Copy] [Paste]
09/09/2013 Monday	Service: [dropdown] Time In: [dropdown] Time Out: [dropdown] [There are more hours] [Copy] [Paste]
09/10/2013 Tuesday	Service: [dropdown] Time In: [dropdown] Time Out: [dropdown] [There are more hours] [Copy] [Paste]
09/11/2013 Wednesday	Service: [dropdown] Time In: [dropdown] Time Out: [dropdown] [There are more hours] [Copy] [Paste]

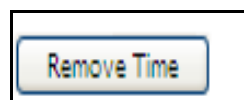
- If you worked multiple shifts in one day select the **“There are more hours”** button.



- After selecting the **“There are more hours”** button an additional line will be created for the day worked.

g	Activity	Time In	Time Out	Remove Time	Copy	Paste
[dropdown]	Activity	8 AM	00	3 PM	00	[Remove Time] [Copy] [Paste]
[dropdown]	Activity	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[There are more hours] [Copy] [Paste]

- You will need to enter in the:
  - service type (which can be different)
  - the hours worked
- You may also remove time if you need to. To remove time select the **“Remove Time”** button.



## How To Guide for the PPL Web-Portal

### How to Create & Submit an Electronic Timesheet

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13. You also have the option to copy and paste each line individually. To copy a line.

- a. First click on the “Copy” button of the line you would like to copy. In this case the line on top.

**Time Period:** Begin: Sunday 09/08/2013. Click on the calendar to select different dates.

Date	Hours
09/08/2013 Sunday	<div style="display: flex; justify-content: space-between;"> <div>                     Service  <input type="text" value="S5125 - Attendant care services"/> </div> <div>                     Time In  <input type="text" value="8 AM"/> <input type="text" value="00"/> </div> <div>                     Time Out  <input type="text" value="3 PM"/> <input type="text" value="00"/> </div> </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/> </div>
09/09/2013 Monday	<div style="display: flex; justify-content: space-between;"> <div>                     Service  <input type="text"/> </div> <div>                     Time In  <input type="text"/> <input type="text"/> </div> <div>                     Time Out  <input type="text"/> <input type="text"/> </div> </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/> </div>

- +
 Next click on the “Paste” button of the line you would like to put the copied information in. In this case the line at the bottom.

14. When you have finished entering in the days worked scroll to the bottom of the page and click on the “Next” button.

04/15/2010 Thursday	Service <input type="text"/>	Time In <input type="text"/> <input type="text"/>	Time Out <input type="text"/> <input type="text"/>	<input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
<input type="button" value="Next"/>				

15. You will be taken to the “Confirm Timesheet” page. In this page you should review the timesheet you entered for completeness and accuracy.

**Confirm Timesheet**

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Hours Summary

QA TESTDSWEH01 DSW ID: E00009	Timesheet for QA TestParticipantEHO1 Participant ID: C000061 Participant Phone No: 617-426-2026
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Date	Total Daily Hours	Service	Service Code	Time In	Time Out	Hours Worked
09/08/2013 Sunday	7 hours	Attendant care services	S5125	8:00 AM	3:00 PM	7 hours
09/09/2013 Monday	7 hours	Personal care services	T1019	8:00 AM	3:00 PM	7 hours
09/10/2013 Tuesday						
09/11/2013 Wednesday	7 hours	Homemaker services NOs	S5130	8:00 AM	3:00 PM	7 hours

## How To Guide for the PPL Web-Portal

### How to Create & Submit an Electronic Timesheet

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16. Next scroll to the bottom of the “Confirm Timesheet” page. You will see the following attestation that the hours are accurate:

 Before you may submit your timesheet you must check the box.

10/05/2012 Friday			
10/06/2012 Saturday			
Total	8 1/2 hours		

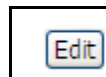
This timesheet accurately represents the allotted hours and approved rate of pay from the most recent Individualized Budget. Misuse of services is considered Medicaid Fraud. An example of such fraud is when employer knowingly has a Direct Care Worker work when employ hours can be worked or submitted for payment.

I understand that It is my responsibility to report misuse of these funds to the PA DPW Manager at INSERT HERE.

 After acknowledging that the timesheet is accurate and truthful, the “SUBMIT” button will become available to select.

04/15/2010 Thursday	
Total	16 1/2 hours

17. If the timesheet is incorrect and you would like to edit it. Click on the “**Edit**” button to return to the previous screen.



18. If the timesheet is correct but incomplete you can save your work. Click on the “Save My Work” button.

- Some direct care workers like to enter their time every day rather than at the end of the pay period.
- This feature allows you to enter time as you work it without submitting it for approval until the very end.

## How To Guide for the PPL Web-Portal

### How to Create & Submit an Electronic Timesheet

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Save My Work

19. If the timesheet is correct and complete you should submit it to the Participant/Employer/Authorized Representative for approval. Click on the **“Submit”** button to submit it to the Participant/Employer/Authorized Representative.

Submit

20. After you have selected the Submit button the following page will appear:

Your timesheet has been updated and has been submitted to the participant for approval.

Hours Summary

QA TESTDSWEH01 DSW ID: E00009	Timesheet for QA TestParticipantEH01 Participant ID: C000061 Participant Phone No: 617-426-2026	Timesheet ID : FL0000000209 Status: SUBMITTED
----------------------------------	---	--

Date	Total Daily Hours	Service	Service Code	Time In	Time Out	Hours Worked
09/23/2012 Sunday	2 3/4 hours	Personal Assistance Services	W1792	8:22 AM	11:00 AM	2 3/4 hours
09/24/2012 Monday						
09/25/2012 Tuesday						
09/26/2012 Wednesday						

21. If there is a problem with your timesheet that would cause it to not be paid, than the Web Portal will not allow the timesheet to be submitted for approval until the problem is fixed.

#### Examples:

- Overlapping time
  - Missing paperwork
  - Missing DSW Rates
22. On the top of your timesheet you will see red alerts that tell you what is wrong with your timesheet. If you do not understand any or even one of the messages, please call customer service.
- As you can see in the example below on 4/1/10 we are missing the Employment packet.
  - On 4/2 the employee submitted time for a service type but it appears that we do not have a rate in the system.



## How To Guide for the PPL Web-Portal

### How to Create & Submit an Electronic Timesheet

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- c. If you feel that any of the alert messages in red are incorrect, please call customer service.
- d. If you believe they are correct please submit the missing information to PPL as soon as possible so that PPL staff can enter it into our system. Then resubmit your timesheet for approval.

**Confirm Timesheet**

Error on 04/01/10 8:00 AM - 4:00 PM:  
Missing required date for "Employment Packet Received Date"


Error on 04/02/10 8:00 AM - 4:30 PM:  
There is no Employee Rate established or effective for this Consumer No.  
There is no Employee Rate established or effective for this Consumer No.  
Pay Rate cannot be zero.  
Billable Rate cannot be zero.  
Missing required date for "Employment Packet Received Date"

[Hours Summary](#)

QA TESTDSWEH01 DSW ID: E00009	<b>Timesheet for TEST CONSUMERQA1</b> Individual ID: N9098002 Individual Phone No:	<b>Status:</b> SUBMITTED
----------------------------------	--	-----------------------------

23. Once you have successfully submitted your timesheet for approval, it will be up to the Participant, or Representative to approve the timesheet.
24. You can monitor the approval status by searching on your timesheets and reviewing the status name.
  - a. As long as the timesheet is in the "Submitted" status it has not been approved.

**Important Note:** *Do not assume that if you submitted your timesheet it will be paid. You will want to monitor the status of your timesheet until it has reached "APPROVED" status.*

-  Once the timesheet has an "Approved" status, it has been sent to PPL for payment.

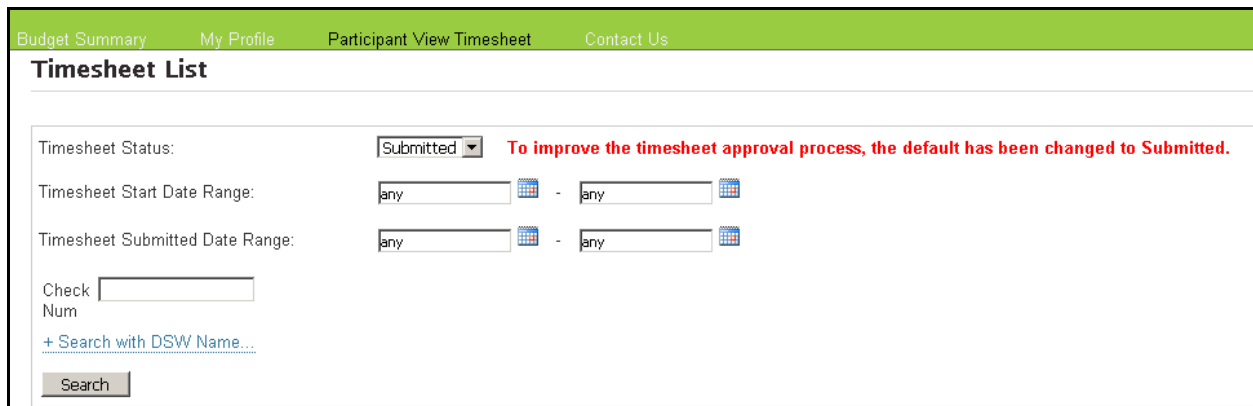
# How To Guide for the PPL Web-Portal

## How to Approve/Reject & Submit E-Timesheets

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### Participant/Representative: *How to approve/reject & submit e-timesheets for payment.*

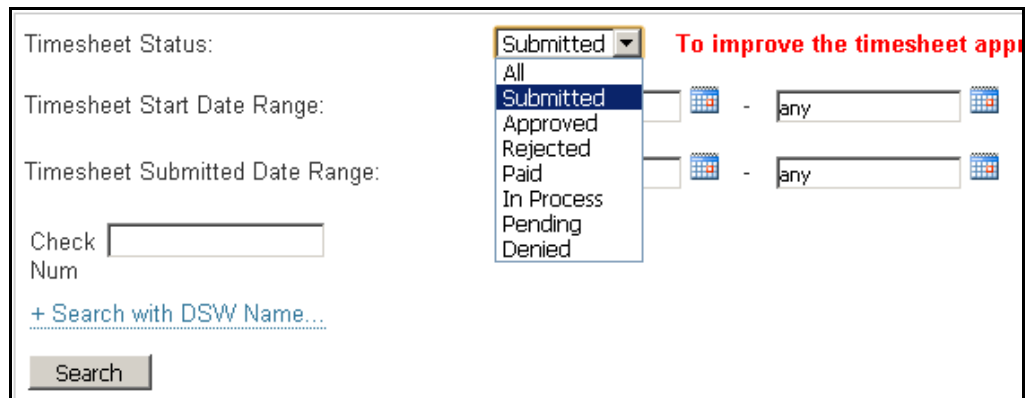
25. You will default on the “Timesheet List” page when you log in.



The screenshot shows the 'Timesheet List' page with a green navigation bar containing 'Budget Summary', 'My Profile', 'Participant View Timesheet', and 'Contact Us'. Below the navigation bar, the page title 'Timesheet List' is displayed. The search filters include: 'Timesheet Status' set to 'Submitted' with a red notice 'To improve the timesheet approval process, the default has been changed to Submitted.'; 'Timesheet Start Date Range' and 'Timesheet Submitted Date Range' both set to 'any'; a 'Check Num' input field; a '+ Search with DSW Name...' link; and a 'Search' button.

26. In this page you can search for timesheets based on:

a. Timesheet Status



This screenshot shows the 'Timesheet Status' dropdown menu open, displaying options: 'Submitted', 'All', 'Approved', 'Rejected', 'Paid', 'In Process', 'Pending', and 'Denied'. The 'Submitted' option is currently selected. The rest of the search filters and the 'Search' button are visible in the background.

b. Timesheet Start Date

c. Timesheet Submitted Date

d. Check Number

e. Direct Service Worker Name

- i. You may want to use this search feature if you have multiple direct care workers and you want to view all of their submitted timesheets.

## How To Guide for the PPL Web-Portal How to Approve/Reject & Submit E-Timesheets

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- Search with DSW Name...

DSW First Name:

DSW Last Name:

**Note:** To search ALL timesheets be sure to select “ALL”. If you just want to see the ones which you need to approve select “SUBMITTED”.

27. Below is an example of the search results screen.

Submitted Timesheets (1 result.)								
Action	Timesheet ID	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Employee Name	Status	Check Number
<input type="button" value="View"/> <input type="button" value="Approve/Reject"/>	FL0000000134	07/21/2013	08/03/2013	08/01/2013	QATestAdmin	sandip shinde	SUBMITTED	

- You will be able to View a timesheet anytime you like. You will notice when a timesheet has been submitted to you for approval, it will have a status of “Submitted” you will need to either approve or reject a timesheet.
- PPL cannot pay timesheets unless they have been approved by you. By using the Web Portal to approve timesheets, we log an electronic signature based upon your unique username and password.

28. Select the “Approve/Reject” button.

<input type="button" value="View"/>	<input type="button" value="Approve/Reject"/>
<input type="button" value="View"/>	<input type="button" value="Approve/Reject"/>
<input type="button" value="View"/>	<input type="button" value="Approve/Reject"/>

29. After selecting the “Approve/Reject” button the screen below will appear.

## How To Guide for the PPL Web-Portal How to Approve/Reject & Submit E-Timesheets

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This timesheet accurately represents the allotted hours and approved services is considered Medicaid Fraud. An example of such fraud is when hours can be worked or submitted for payment.

It is not permissible to turn in timesheets with over 40 hours per week.

I understand that It is my responsibility to report misuse of these funds.

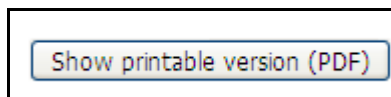
Reject

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

✚ The timesheet will appear so that you can review it while you Approve/Reject. At the bottom of the page you will see three options **“Show Printable Version (PDF)”**, **“Approve”**, **“Reject”**.

30.The “Show Printable Version (PDF)” button allows you to print your timesheet so that you can keep a hard copy for your records.



**You do NOT need to print your timesheet if you don't want to. Timesheets will always be maintained electronically for your review.**

31.After you have reviewed your timesheet and determined that it is accurate you should approve the timesheet for payment.

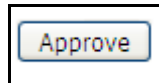
### **TIMESHEET APPROVAL**

32.To approve the timesheet select the **“Approve”** button.

## How To Guide for the PPL Web-Portal

### How to Approve/Reject & Submit E-Timesheets

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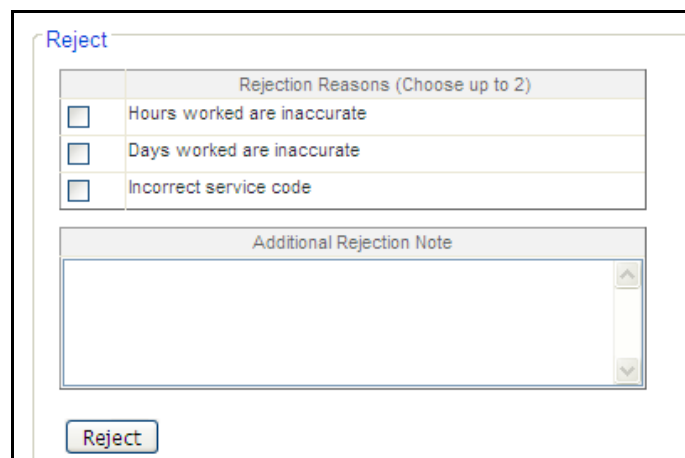
33. After selecting the “Approve” button you will see the screen below.

- ✚ You will still have the option to print a paper copy of the timesheets for your records. You can print the approved timesheet by selecting the “Show printable version (PDF)” at the bottom of the screen.
- ✚ Your timesheet will now be in “Approved” status. PPL will process all “APPROVED” timesheet according to your pay schedule.

### **TIMESHEET REJECTION**

34. If you have reviewed the timesheet and you have determined that it is not correct you can choose to reject the timesheet.

35. Scroll to the bottom of the page and select the reason why the timesheet has been rejected. You are also able to add additional notes if you would like to.

A screenshot of a web form titled "Reject". The form has a header "Reject" in blue. Below the header is a section titled "Rejection Reasons (Choose up to 2)" containing three rows, each with a checkbox and a text label: "Hours worked are inaccurate", "Days worked are inaccurate", and "Incorrect service code". Below this is a section titled "Additional Rejection Note" with a large text area and a vertical scrollbar. At the bottom of the form is a "Reject" button.

- ✚ When a timesheet is rejected it is sent back to the direct care worker for correction and review. Your direct care worker will see the reasons you entered for rejection and will correct the timesheet based upon your reasons.

36. After entering your rejection reasons select the “**Reject**” button.

## How To Guide for the PPL Web-Portal How to Approve/Reject & Submit E-Timesheets

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37. Your DSW will need to make the correction and submit their timesheet again for approval. **Remember!** PPL will not pay for timesheets that are not approved.

- ✚ By approving the timesheet, it is automatically entered into PPL payroll system for payment. You can track the progress of the timesheet status any time you want!
- ✚ When it has been paid the timesheet status will show “PAID”. If it has a status of “IN PROGRESS”, it means that PPL’s payroll team is in the process of cutting the check to your direct care worker.

**Congratulations! You now know how to approve or reject your timesheets!**

**You can download additional instructions online at  
[www.publicpartnerships.com](http://www.publicpartnerships.com).**

Go to the FL PDO program, click on “Program Login” in the upper-right corner, select “Florida” from the drop-down menu, click on the “Simply- FL PDO” link, enter the following: