

# SUBMITTING TIMESHEETS AND GETTING PAID!

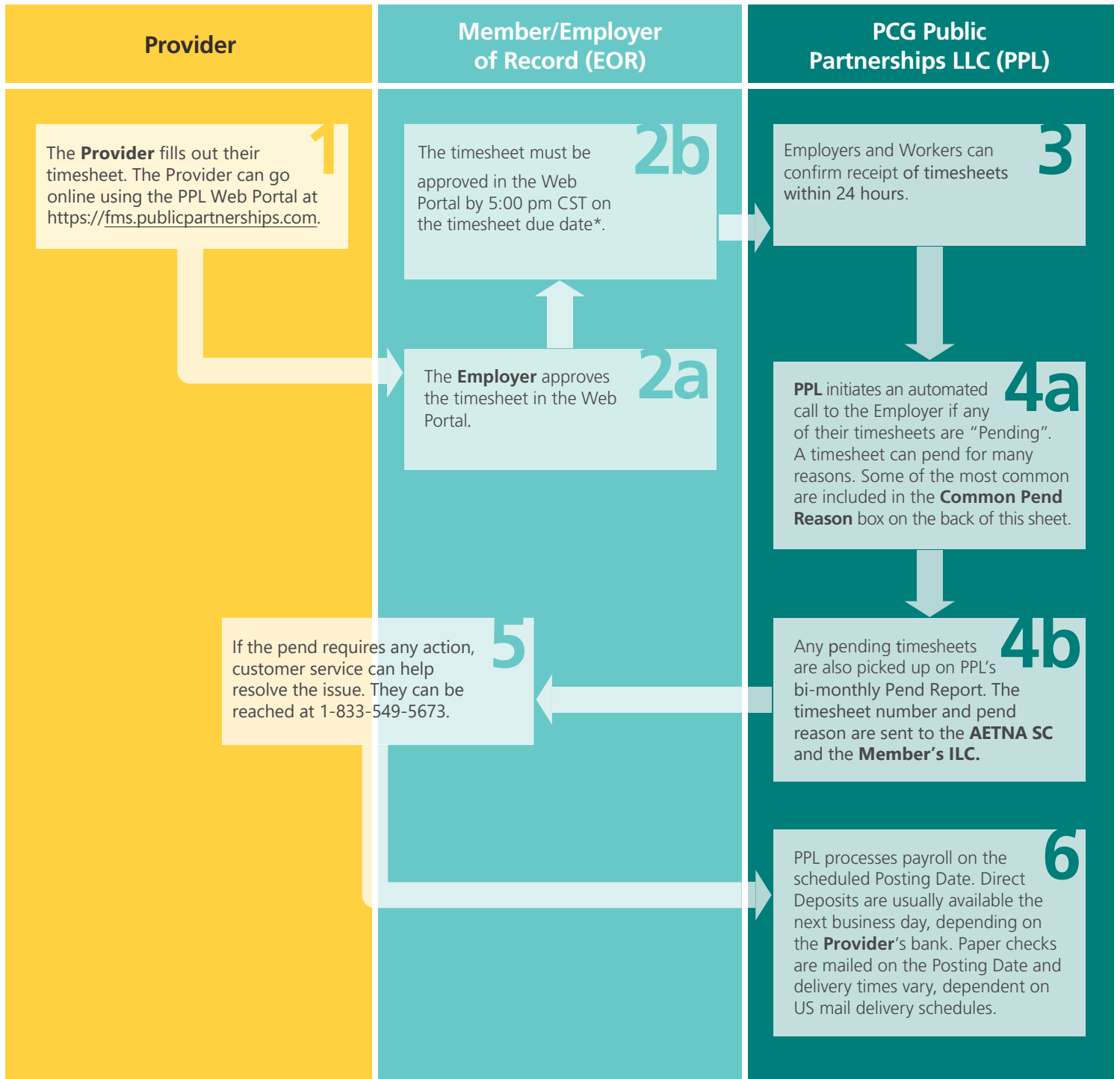
AETNA Kansas

**KEY**

**ILC**..... Independent Living Counselor

**SC**..... Service Coordinator

**PPL**..... Public Partnerships LLC



\*Timesheet due dates are usually 2 days after the end of the pay period (1st through 15th, and 16th through the end of the month). PPL cannot guarantee timely payment for timesheets receive after the scheduled timesheet deadline. The payroll schedules is available online at <http://www.publicpartnerships.com/programs/kansas/>



Aetna Better Health® of Kansas

# QUICK FACTS

For instant timesheet feedback use the PPL Web Portal at [fms.publicpartnerships.com](https://fms.publicpartnerships.com).

Any pending lines will show immediately and the Provider will be able to correct them before submitting. Employers and Providers will know the timesheet is in the system as soon as they hit Submit.

Pending timesheet?  
Don't worry!

PPL pays as much of the timesheet as we can before splitting the pended lines into a new timesheet. The Member and Provider can work with the ILC to clear this pend and PPL will pay out the additional funds when cleared.

# COMMON PEND MESSAGES

Worked Dollars exceeds dollars remaining on authorization

The timesheet cannot be paid with what is left in the authorization. **PPL** will process this as a "Partial Pay". **PPL** will pay out as many of the hours as possible. The rest will pend and eventually be denied.

Worked Hours cannot exceed 40 in a week

Overtime is not allowed under program rules. Providers can only work 40 hours in a week or 8 hours in a day. The rest of the hours will pend and eventually be denied.

