

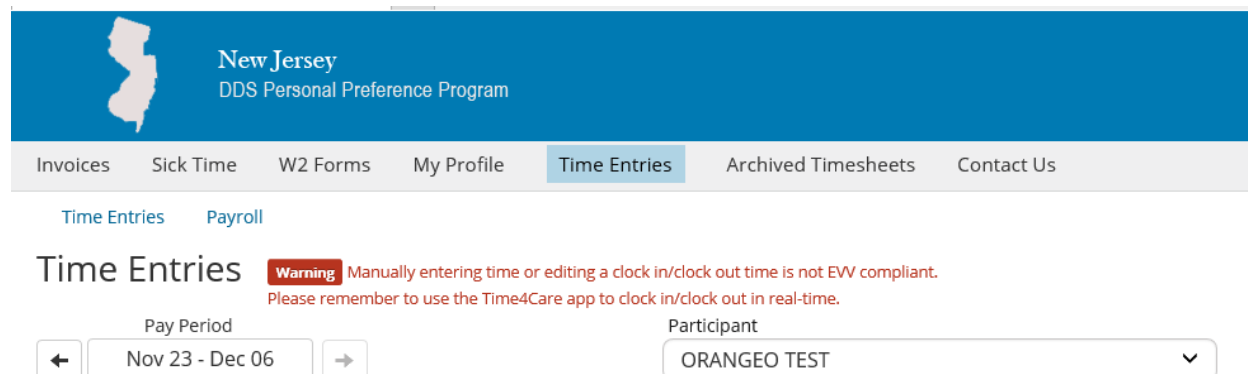
## ELECTRONIC TIMESHEETS - BETTERONLINE™ WEB PORTAL SYSTEM

This document will provide a brief walk through of the changes Employees 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 create and submit shifts from December 7, 2020 forward.

The **'Archived Timesheets'** page will allow you to see any timesheets that you had submitted (before 12.7.2020) 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.



The screenshot shows the user interface of the BetterOnline™ Web Portal System. At the top, there is a blue header with a white outline of New Jersey on the left and the text "New Jersey DDS Personal Preference Program" on the right. Below the header is a navigation bar with several menu items: "Invoices", "Sick Time", "W2 Forms", "My Profile", "Time Entries" (which is highlighted in blue), "Archived Timesheets", and "Contact Us". Below the navigation bar, there are two sub-menus: "Time Entries" and "Payroll". The main content area is titled "Time Entries" and features a red warning box that reads: "Warning: Manually entering time or editing a clock in/clock out time is not EW compliant. Please remember to use the Time4Care app to clock in/clock out in real-time." Below the warning, there are two input fields: "Pay Period" with a date range of "Nov 23 - Dec 06" and "Participant" with a dropdown menu showing "ORANGE0 TEST".

## TIME ENTRIES & PAYROLL

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 *'Provider Timesheets'* now says *'Time Entries'*.

All of the things you used to do in the Provider 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?

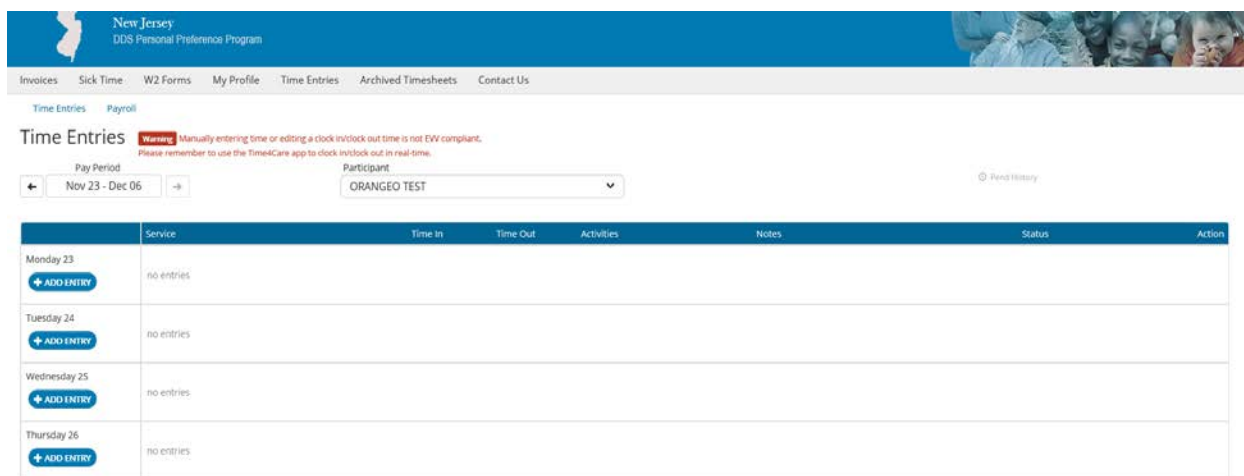
In the Time Entries page, you can:

- Create and Submit shift entries for payment
- Check to see if shifts were paid
- Access Pay Stubs

**Remember:** The Time Entries page should only be used if you were unable to use the Time4Care app to clock in/out in real time. Entries added or modified on the Web Portal are not considered EVV compliant.

### How to Start a Shift Entry:

1. Select the Pay Period you wish to submit in
2. Select the Participant you worked for
3. Select '+ Add Entry' to enter or modify the shift



The screenshot shows the 'Time Entries' page for the 'New Jersey DDS Personal Preference Program'. The page includes a navigation menu with 'Invoices', 'Sick Time', 'W2 Forms', 'My Profile', 'Time Entries', 'Archived Timesheets', and 'Contact Us'. Below the navigation, there are tabs for 'Time Entries' and 'Payroll'. A warning message states: 'Warning: Manually entering time or editing a clock in/clock out time is not EVV compliant. Please remember to use the Time4Care app to clock in/clock out in real-time.' The interface features a 'Pay Period' dropdown set to 'Nov 23 - Dec 06' and a 'Participant' dropdown set to 'ORANGE O TEST'. A table displays the entry status for each day from Monday 23 to Thursday 26, with all days showing 'no entries' and an '+ ADD ENTRY' button.

Day	Service	Time in	Time Out	Activities	Notes	Status	Action
Monday 23	no entries						+ ADD ENTRY
Tuesday 24	no entries						+ ADD ENTRY
Wednesday 25	no entries						+ ADD ENTRY
Thursday 26	no entries						+ ADD ENTRY

## How to Enter a Shift:

1. Select service provided in dropdown menu
  - o **Services shown below are not real services in the NJ PPP program: These are examples only**
2. Edit Time In/Time Out
3. Select Add Entry

1

T2025UIHA1 - Health Maintenance Weekend  
T2025UIHA2 - Health Maintenance Emergency  
T2025UIHA3 - Health Maintenance Holiday  
T2025UIHA4 - Health Maintenance Training

2

Time In                      Time Out  
05 : 19 pm      to      06 : 19 pm

3

**ADD ENTRY**      CANCEL

## How to Review & Submit Shifts:

### The Payroll page

The payroll page will display all entered shifts.

1. Check each date and time entered. You are able to edit or delete if your entries are not correct.
2. Select the affirmation box if you agree the information is correct.
3. Select the Submit button to submit your entries

1

	Service	Time In	Time Out	Status	Action
Sunday 17	T2025UIHAO – Health Maintenance Standard	10:00 am	3:30 pm	Submitted	<a href="#">Edit</a> <a href="#">Delete</a>
Monday 18	T2025UIHAO – Health Maintenance Standard	8:00 am	5:30 pm	Submitted	<a href="#">Edit</a> <a href="#">Delete</a>
Tuesday 19					
Wednesday 20					

2

I affirm the entries I am submitting is for an actual dates & times worked, and that I delivered the service/supports listed to the recipient.

Total Time: 12h 00m

3

**SUBMIT ENTRIES**      Discard Changes

**Helpful Tip:** The statuses that you are used to seeing have not changed. If a timesheet is in ‘**SUBMITTED**’ status, it is waiting for your Employer’s approval before PPL can process it.

Timesheet Status	Explanation
SUBMITTED	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.
APPROVED	This shift has been approved and will be processed in the next pay cycle.
IN PROCESS	This shift is currently being processed by PPL's payroll team.
GOOD TO PAY	This shift is one step away from payment.
REJECTED	This shift has been rejected by you. It requires that the provider correct a portion of the timesheet and resubmit it for approval.
PENDING	This shift has been submitted and currently breaks a timesheet rule that must be corrected before payment can occur.
DENIED	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!***