

## E-Timesheet Instructions

### Instructions for Employees

E-timesheets allow you to fill-out and submit your timesheets online, view the status of timesheets, and search for timesheets previously entered into the system. All of this can be done at your convenience and without having to call our customer service center to confirm that your timesheet was received.

**Remember:** Before you start using e-timesheets, you must first be a registered user. Please follow the *BetterOnline Web Portal Registration* instructions included in your enrollment packet to become a registered user. You may also download instructions from our website.

### **Employee: How to Create and Submit an E-Timesheet**

1. Log into the BetterOnline™ web portal using your username and password:

<https://fms.publicpartnerships.com>

2. Once logged in, click on the **Employee View Timesheet** link in the ribbon. You will be redirected and see the **Create Timesheet** and **Search Timesheet** options directly beneath the dark green banner.

Member Search | Timesheets | Contact Us

Create Timesheet | **Search Timesheet** | Timesheet Templates |

### Timesheet List

Timesheet Status: Unpaid

Timesheet Start Date Range: any - any

Timesheet Submitted Date Range: any - any

Check Number:

3. Click on the **Create Timesheet** hyperlink. You will be directed to the **Participant Search** page. From here you will see a list of all the participants you provide services to.

Member Search | Timesheets | Contact Us

### Create Timesheet

To create a timesheet, first select your member.


Member	Member ID	City	Birth Date	Good To Serve*	Employer of Record Name	Create Timesheet
MEMBER, TEST	C001170	BOSTON	01/01/1925	No	TEST MARK	<a href="#">Create Timesheet</a>

\*Good to Serve status is based on today's date 08/27/2014. Please note: The good to serve status may be different for the actual date of service.

- Click on **Create Timesheet**, for the participant you wish to submit time for.
- You will be prompted to enter a **Time Period**. The easiest way to do this is to click on the calendar icon next to the empty box and choose the date from the calendar that corresponds to the first date worked that you would like to submit.

**Submit Timesheet**

<b>TEST EMPLOYEE</b> Employee ID: E001565	<b>Timesheet for TEST MEMBER</b> Member ID: C001170 Member Phone No: 6143610812
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**Time Period:** Begin: Sunday, End: Saturday. Please click on the calendar to select the first date for which you wish to submit time. The system will automatically show the entire pay period that corresponds to that date. 8/1/2014 

◀ August, 2014 ▶

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: August 27, 2014

- After selecting your pay period, you will be taken to the **Submit Timesheet** screen. From here, you will enter the time you worked during the selected pay period.

**Submit Timesheet**

<b>TEST EMPLOYEE</b> Employee ID: E001565	<b>Timesheet for TEST MEMBER</b> Member ID: C001170 Member Phone No: 6143610812
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Service:  ▼

Load Template:  ▼ [Manage Templates](#)

**Time Period:** Begin: Friday 08/01/2014.

Date	Hours
08/01/2014 Friday	Service: <input type="text" value="Select a common service"/> ▼ <input type="button" value="Activity"/> Time In: <input type="text" value=""/> <input type="text" value=""/> Time Out: <input type="text" value=""/> <input type="text" value=""/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
08/02/2014 Saturday	Service: <input type="text" value="Select a common service"/> ▼ <input type="button" value="Activity"/> Time In: <input type="text" value=""/> <input type="text" value=""/> Time Out: <input type="text" value=""/> <input type="text" value=""/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
08/03/2014 Sunday	Service: <input type="text" value="Select a common service"/> ▼ <input type="button" value="Activity"/> Time In: <input type="text" value=""/> <input type="text" value=""/> Time Out: <input type="text" value=""/> <input type="text" value=""/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
08/04/2014 Monday	Service: <input type="text" value="Select a common service"/> ▼ <input type="button" value="Activity"/> Time In: <input type="text" value=""/> <input type="text" value=""/> Time Out: <input type="text" value=""/> <input type="text" value=""/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>

- Choose a day of the week that you worked, and enter a service for that day by clicking on the **Service** drop down menu. You must pick a service for each day you worked; if you forget, the system will notify you when you try to submit your timesheet.

06/03/2017 Saturday	Service	<input type="button" value="Activity"/>
06/04/2017 Sunday	S9122-SE - PCA - Group <b>T2025-SE - PCA</b>	<input type="button" value="Activity"/>

**IMPORTANT: “Do I select PCA or PCA Group?”** Most employees will select PCA (T2025 SE) for the shift they worked. PCA-GROUP (S9122 SE) is selected when the employee served multiple program participants simultaneously during the same shift; a timesheet for each program participant served is submitted.

- Next, enter the **Hours** and **Minutes** you worked on that date.
  - Enter the time of day you started, by clicking on the **Time In** dropdown.
  - Enter the time of day you ended, by clicking on the **Time Out** dropdown.

06/03/2017 Saturday	Service	<input type="button" value="Activity"/>	Time In	Time Out	<input type="button" value="There are more hours"/>	<input type="button" value="Copy"/>	<input type="button" value="Paste"/>
	T2025-SE - PCA		3 PM 00	8 PM 00			

- If you worked multiple shifts in one day, select the **There are more hours** button and a new line will appear on that date worked.

06/03/2017 Saturday	Service	<input type="button" value="Activity"/>	Time In	Time Out	<input type="button" value="Remove Time"/>	<input type="button" value="Copy"/>	<input type="button" value="Paste"/>
	T2025-SE - PCA		3 PM 00	8 PM 00			
	T2025-SE - PCA	<input type="button" value="Activity"/>			<input type="button" value="There are more hours"/>	<input type="button" value="Copy"/>	<input type="button" value="Paste"/>

- For each shift you enter, you will need to indicate what Activities you performed by clicking on the **Activity** button (e.g., Bathing, Errands, Locomotion, etc.)

**Activities:**

<input type="checkbox"/> Bathing	<input type="checkbox"/> Dressing	<input checked="" type="checkbox"/> Errands
<input type="checkbox"/> Grocery shopping	<input type="checkbox"/> Grooming	<input type="checkbox"/> Health related
<input type="checkbox"/> Laundry	<input checked="" type="checkbox"/> Meals	<input type="checkbox"/> Toileting
<input checked="" type="checkbox"/> Transfers/ mobility		

11. When you have finished entering all of the days you worked in the pay period, scroll to the bottom of the page and click on the **Next** button.
12. You will be directed to the **Confirm Timesheet** page. On this page, you should review the timesheet you entered for completeness and accuracy.
13. If the timesheet has an error, you may scroll to the bottom of the page and click on the **Edit** button to make the necessary changes.
14. After verifying that the timesheet is accurate, click on the **Submit** button located near the bottom of the page.
15. After clicking **Submit**, you will be directed to a confirmation page letting you know that your timesheet has been submitted for approval.
16. If there is a problem with your timesheet that would cause it not to be paid, then the BetterOnline™ web portal will prevent the timesheet from being submitted for approval until the problem is fixed. You may contact our customer service center if you have a question about a specific pend message.
17. Once you have successfully submitted your timesheet for approval, **it will be up to your employer to approve the timesheet.** You may monitor the approval status by searching your timesheets and reviewing the **“Status.”**
  - When approved, the status will update from **“Submitted”** to **“Approved.”**
  - Do not assume that if you submitted your timesheet it will be paid. Monitor the status of your timesheet and/or remind your Participant/Employer to approve your timesheets in a timely manner.
  - Once in an **Approved** status, it will be sent to Public Partnerships for payment in the next scheduled pay cycle.