

## E-Timesheet Instructions

### Instructions for Employers

E-timesheets allow your employees to enter their timesheets online and submit them for your approval. Employers can view the status of each timesheet and approve or reject it. All of this can be done at your convenience and without having to call our customer service center to confirm that your employee's timesheet has been received. Instructions for your employees can be found in their Welcome Packets or online on our website at [www.publicpartnerships.com](http://www.publicpartnerships.com).

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

### **Participant: How to Approve/Reject an E-Timesheet**

Your employees must first enter their timesheets online and submit them for your review. Once your employee has entered a timesheet online, you can log onto the BetterOnline™ web portal to check the timesheet's status.

1. Log into the BetterOnline™ web portal using your username and password:  
<https://fms.publicpartnerships.com>

**BetterOnline™ web portal**  
Don't forget to bookmark this page

Enter Your Login Information

Username

Password

This field is required.  
[Forgot your username or password?](#)

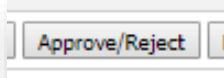
Remember username

**Login** or [Sign Up](#)

- You will arrive onto the Timesheet List page.

Near the bottom of the page, the participant will see action items assigned to him or her, including any submitted timesheets.

- Click on the Approve/Reject button next to the timesheet you want to review.



- A summary of the timesheet will be displayed. Review this for accuracy and completeness.

- At the bottom of the page you will see the option to Show printable version (PDF). This button allows you to print the timesheet so that you may keep a hardcopy for your records. You do not need to print the timesheet if you don't want to. Timesheets will always be maintained electronically for your review.

- If you determine that the time entered on the timesheet is accurate, click on the Approve button. You will be sent to a confirmation page, displaying that the timesheet is now approved.



Remember, Public Partnerships will not pay for timesheets that are not approved. By approving the timesheet, it is automatically entered into our payroll system for payment.

When the timesheet status shows PAID, it means we have processed a payment for that timesheet.

This timesheet is now approved. [Return to Timesheet List](#)

TEST EMPLOYEE		Timesheet for TEST MEMBER		
Employee ID: E001565		Member ID:	C001170	
		Member Phone No:	6143610812	
		Service:	-	

Date	Total Daily Hours	Time In	Time Out	Hours Worked
08/01/2014 Friday				
08/02/2014 Saturday				
08/03/2014 Sunday				
08/04/2014 Monday	1 1/2 hours	3:00 PM	4:35 PM	1 1/2 hours
08/05/2014 Tuesday				

- If you find an error on the timesheet, click on the Reject button.


**Reject**

Rejection Reasons (Choose up to 1)

Hours worked are inaccurate

Incorrect service code

Additional Rejection Note



**Reject**

- When a timesheet is rejected, it is sent back to the employee for review and correction. The employee will see the reasons entered for rejection and will need to correct the timesheet.
- You will need to follow-up with your employee regarding timesheet rejection and advise them of the corrections needed to ensure they are paid on time. PPL will not be contacting your employee, as this is your responsibility.