

# INSTRUCTIONS ON SUBMITTING E-TIMESHEETS ON THE WEB PORTAL

*For assistance, call Customer Service at (877)-522-1053*

Dear Worker:

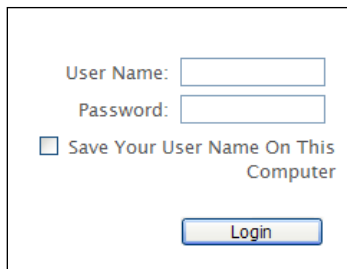
We are thrilled that you want to use the electronic timesheet system! This document tells workers how to submit timesheets. (There are separate instructions for participants.) Before you start using the system, you must register to use it. Please follow the separate instructions on *Registering to Use the Web Portal* before you follow the instructions found in this document.

As a worker, there are two things that you can do by using the e-timesheet system:

- 1) Complete timesheets online and submit them either electronically or on paper
- 2) View the status of your timesheets

## 1. Completing Online Timesheets

1. Go to <https://fms.publicpartnerships.com>
2. Enter your user name and password and click Login. Remember that your user name and password are case sensitive.



The screenshot shows a login form with the following elements:

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

3. The system will bring you to the Timesheet List screen. Click on the Create Timesheet option.



The screenshot shows the Timesheet List screen with the following elements:

- Create Timesheet (circled in red)
- Search Timesheet
- Timesheet List

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- The Create Timesheet menu option provides you with a list of the participants for whom you work. Most people will only have one participant listed but some workers may work for multiple participants. They will all be listed on the screen.

Participant	City	Employer of Record Name	Phone	Create Timesheet
TESTPARTICIPANT01AT, QA	BEVERLY HILLS	EOR TESTPARTICIPANT01AT		<a href="#">Create Timesheet</a>


Good To Serve assumes a work date of 09/13/2012. A different work date may yield a different result.

- By clicking on "Create Timesheet" on the right (shown above), you will be taken to a screen like the one shown below. Find the authorization that covers the time period you will be submitting for and select "submit timesheet" on the right hand side of the page.

### Submit Timesheet

QA TestworkerIP02AT  
Worker ID: E00031

Timesheet for QA Testparticipant01AT  
Participant ID: 9639639  
Participant Phone No:

**Time Period:** Begin: Monday, End: Sunday. Please click on the calendar to select the first date for which you wish to submit date. 


- Select the date for which you would like to submit time by clicking on the calendar icon. **Please note: Even if you do not pick a date that is not the start of a pay period, the system will create a timesheet that starts with the first day of the pay period that includes the date you selected.** For example, the pay periods for this program start on the 1st or 16<sup>th</sup> day of the month. If you select the third of the month from the calendar below, the first day on the timesheet would be the first day of that pay period.

- Select the appropriate service from the dropdown menu

### Submit Timesheet

QA TestworkerIP02AT  
Worker ID: E00031

Timesheet for QA Testparticipant01AT  
Participant ID: 9639639  
Participant Phone No:  
Service:

**Time Period:** Begin: Thursday 08/16/2012. Click on the calendar to select different dates. 

Date	Hours
08/16/2012 Thursday	Service: <input type="text" value="Select a common service"/> Time In: <input type="text" value=""/> Time Out: <input type="text" value=""/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
08/17/2012 Friday	Service: <input type="text" value="Select a common service"/> Time In: <input type="text" value=""/> Time Out: <input type="text" value=""/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
08/18/2012 Saturday	Service: <input type="text" value="Select a common service"/> Time In: <input type="text" value=""/> Time Out: <input type="text" value=""/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>

- Enter the time in and time out by clicking on the drop down menus. The first drop down allows you to select the hour and the second drop down allows you to select the minutes.

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9. If you start and stop work multiple times during a day, select the "There are more hours" button to add more time.

**Time Period:** Begin: Wednesday 02/01/2012.

Date	Hours
02/01/2012 Wednesday	Time In [ ] [ ] Time Out [ ] [ ] <b>There are more hours</b> Copy Paste
02/02/2012 Thursday	Time In 1 PM 15 Time Out 6 PM 00 Remove Time Copy Paste [ ] [ ] [ ] [ ] <b>There are more hours</b> Copy Paste

10. When you are finished, go to the bottom of the screen and click on the Next button.

02/14/2012 Tuesday	Time In [ ] [ ] Time Out [ ] [ ] <b>There are more hours</b> Copy Paste
02/15/2012 Wednesday	Time In [ ] [ ] Time Out [ ] [ ] <b>There are more hours</b> Copy Paste

**Next**

11. The system will produce an overview of the timesheet.

Confirm Timesheet

Hours Summary

QA TestworkerIP02AT  
Worker ID: E00031

Timesheet for QA Testparticipant01AT  
Participant ID: 9639639  
Participant Phone No:

Date	Total Daily Hours	Service	Service Code	Time In	Time Out	Hours Worked
08/16/2012 Thursday	2 1/2 hours	Nonp-LicensedVocationalN/AIt	480-ALVN	3:15 PM	5:45 PM	2 1/2 hours
08/17/2012 Friday						

12. At this time, you have the option of changing the timesheet (by choosing Edit), saving what you have done so that you add more to this same timesheet later on (by choosing Save My Work) or submitting the timesheet to your employer (by choosing Submit). **PLEASE NOTE: Choosing Submit will send the timesheet to your participant for his or her approval.**

Total	6 3/4 hours	
<b>Edit</b>	<b>Save My Work</b>	<b>Submit</b>

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13. When you choose Submit, the system will test the timesheet against the CA GGRC rules for payment. If the system believes that the timesheet (or the employer/worker paperwork) does not meet the rules for this program, you will see an error on the screen in red font. These errors are called pend messages. **A list of possible pend messages and how you should respond to them is included at the end of these instructions.** If a pend message appears after you click submit, your timesheet has not been successfully submitted. **The items in the pend message must be resolved before the timesheet can be submitted successfully.**

**Confirm Timesheet**

Error on 02/02/12 6:00 AM - 7:00 AM:  
The checkbox for "Employment Agreement" has not been checked  
The checkbox for "CA Form DE 4 Received" has not been checked

Error on 02/02/12 5:00 PM - 6:00 PM:  
The checkbox for "Employment Agreement" has not been checked  
The checkbox for "CA Form DE 4 Received" has not been checked

Hours Summary

<b>QA TestWorker3</b> Worker ID: E00004	<b>Timesheet for Fred Sample</b> Consumer ID: UC123458	<b>Timesheet ID: CA0000000014</b> <b>Status:</b>
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14. If the timesheet and paperwork are in order, you will see a screen like the one below after you hit submit.

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

Hours Summary

<b>QA TestworkerIP02AT</b> Worker ID: E00031	<b>Timesheet for QA Testparticipant01AT</b> Participant ID: 9639639 Participant Phone No:
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Date	Total Daily Hours	Service
08/16/2012 Thursday	2 1/2 hours	Nrsng-LicensedVocationalNtrAlt

15. If the employer for whom you work is going to approve your timesheet electronically, you are done. Congratulations!
16. If your employer does not use the Web Portal, you have one more step. Go to the bottom of the screen and select "Show printable version (PDF)." This will load a pdf version of the timesheet that you can print out. There are two important things to remember when choosing the print option:
- You and the employer you work for must sign the timesheet before it is faxed in. PPL will not pay a timesheet without signatures.**
  - The fax number for timesheets completed on the web and then faxed to PPL is different than the regular number you use to fax in timesheets. Make sure to use the number on the timesheet.**

05/09/2009 Saturday	
05/10/2009 Sunday	
<b>Total</b>	<b>22 1/2 hours</b>

[Show printable version \(PDF\)](#)

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## 2. Viewing the Status of Timesheets

You can use the e-timesheet system to see if your timesheets have been approved by the participant you work for, what timesheets PPL has received, the mode by which we have received them (over the Internet or via fax/mail), and if the timesheet has been paid.

1. Go to <https://fms.publicpartnerships.com>
2. Enter your user name and password and click Login. Remember that your user name and password are case sensitive.

User Name:

Password:

Save Your User Name On This Computer

3. The system will bring you to the Timesheet List screen. This screen lists all timesheets that you have submitted for payment. The timesheets are sorted in order of timesheet start date with the most recent start date at the top of the page.

Action	Timesheet ID	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Employee Name	Status	Check Number	Timesheet Amount (before tax)
<input type="button" value="View"/>	CA0000000012	01/01/12	01/15/12	01/23/2012	thimmel	QA TestWorker3	SUBMITTED		\$30.72
<input type="button" value="View"/>	CA0000000014	02/01/12	02/15/12	02/07/2012	thimmel	QA TestWorker3	SUBMITTED		\$20.48

4. The "Status" column provides information about the status of timesheets you have submitted.
  - A timesheet that has been submitted electronically by the worker but not yet approved by the employer has a status of **Submitted**.
  - A timesheet that has been faxed and is being processed has a status of **In Process**.
  - A timesheet that has been submitted electronically by the worker, approved for payment and will be paid in the next pay cycle has a status of **Good to Pay**.
  - A timesheet that has been submitted electronically by the worker and rejected by the employer has a status of **Rejected**.
  - A timesheet that has been paid has a status of **Paid** and has a check number listed.

**Please note: PPL cannot pay an electronic timesheet until it has been approved by your employer.**

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5. You can view any timesheet in the list by clicking the view button on the left-hand side. It will provide you with a detail listing of the time submitted.

Your search returned 9 results.

Action	Timesheet ID	Worker Name	Timesheet Start Date	Timesheet End Date	Su
<a href="#">Review</a> <a href="#">View</a>	CA0000000117	QA TestworkerIP02AT	07/16/12	07/31/12	08/2
<a href="#">Review</a> <a href="#">View</a>	CA0000000118	QA TestworkerIP02AT	08/01/12	08/15/12	08/2

You can print off timesheets by clicking on the Show Printable Version button. This will produce a pdf copy of the timesheet, which you can then print if you would like.

05/06/2009 Wednesday	4 hours
05/07/2009 Thursday	
05/08/2009 Friday	
05/09/2009 Saturday	
05/10/2009 Sunday	
Total	22 hours

[Show printable version \(PDF\)](#)

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### Pend Messages

Count	Message	What It Means	What You Should Do
1	Timesheet is too old to be paid - check Date Worked and Setup Days Tolerance.	You waited too long to submit this timesheet. You must submit timesheets within 30 days of providing the service.	If the timesheet was not able to be submitted due to a PPL error, call customer service and let them know.
2	Duplicate entry	Either you already submitted time for a date of service or another worker submitted a timesheet with the same times. PPL will only pay for the time once.	Check the time you submitted and resubmit with edited time.
3	Participant is not "Good to Go".	PPL has not received all of your required employer paperwork. Please contact Customer Service to determine what is missing. Only employers who have submitted all of the required paperwork can participate in this program.	Have the employer you work for call Customer Service and they will let you know what paperwork we show as missing or incomplete. Once we have it, you can resubmit the timesheet.
4	Participant is not authorized for this service or Date Worked is not within authorized date range.	PPL can only pay timesheets for participants who are authorized to use the program. The Social worker enters the authorization in Portal. In this case, PPL does not have an authorization for this participant for this date of service.	Have the employer you work for call their Social worker and tell them the date of service which gave this error. The Social worker will send an authorization and then you can resubmit the timesheet.
5	Worked units exceeds the units remaining on the Authorization.	PPL can only pay up to the monthly amount authorized by your participant's Social worker. Your timesheet exceeds the amount authorized.	Customer service can tell you how many hours are left to be billed. Adjust your timesheet accordingly and you can resubmit the timesheet.
6	Date Worked cannot be in the future.	PPL cannot pay for dates of service that are in the future. You submitted a timesheet that has time on it that has not happened yet.	Either fix your timesheet and resubmit or submit the timesheet after the dates of service have occurred.

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<b>Count</b>	<b>Message</b>	<b>What It Means</b>	<b>What You Should Do</b>
7	Total hours cannot exceed 40	This program does not pay for overtime work and you submitted more than 40 hours in a work week (Sunday through Saturday) for one participant.	Resubmit your timesheet with 40 hours or less per work week.
8	Time overlaps entry.	You submitted a timesheet that overlaps another timesheet. For example, 9am-11am and 10am-12pm on the same date overlap. Even if they are on two different timesheets, PPL will not pay for the time that overlaps.	Check the time you submitted and resubmit with edited time.