

# PPL E-Timesheet User Manual

<https://fms.publicpartnerships.com/PPLPortal/?VADMAS>

Last updated 7/7/09

# User Registration

# Public Partnerships Web Portal

User Name:

Password:

Save Your User Name On This Computer

Login

- [Online User Registration](#)
- [Forgot Password](#)

## PPL Overview

PPL was established in 1999 as an affiliate of Public Consulting Group (PCG), a national management consulting firm. PCG provides consultation and outsourcing to health and human services organizations that improve their service quality, operations, and fiscal performance. PCG is based in Boston, Massachusetts and has over 500 employees with offices in 21 states. PPL was initially formed to provide assistance to the Robert Wood Johnson Foundation's national pilot demonstrations in Self-Determination. PPL offers a rich array of fiscal intermediary and related administrative services to public agencies and participants seeking to develop consumer-directed services and supports. Currently, PPL serves more than 20,000 consumers in 12 states.

To get set up your username and password, go to the e-timesheet portal page and click Online User Registration.

## New User Registration

### Step 1: Select your State, Program and Role

State

Program

Role

- PREP - VA AAA BAY Program
- PREP - VA AAA JABA Program
- PREP - VA AAA VPAS Program
- VA DMAS FI Program

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Select your state (Virginia), Program (VA DMAS FI), and role (Consumer or Provider/Attendant) from the drop-down list.

# Public Partnerships Web Portal

## New User Registration

### Step 2: Verify Credentials

Please verify your self. Enter the required fields in \*

Provider ID \*

Mailing zip code \*

SSN \*

Previous

Next

If you are a provider/attendant, you will see this screen. Enter your Provider ID (as provided to you by PPL), your mailing zip code, and your social security number.

## New User Registration

---

### Step 2: Verify Credentials

Please verify your self. Enter the required fields in \*

Medicaid ID \*

Mailing zip code \*

Last Name \*

Previous

Next

If you are a consumer, we will need your Medicaid ID, mailing zip code, and last name.

# Public Partnerships Web Portal

## New User Registration

### Step3: User Information

First Name: **BONNIE** Last Name: **JONES**

User Name:

Email Address:  \*Optional

Password:

Confirm Password:

Notes:

### Security Questions:

- Select -
- What was the name of your childhood best friend?
- What year was your maternal grandmother born in?
- What is the name of the elementary school you attended?
- What is your paternal grandfather's middle name?
- What is the name of your favorite book?
- What is the name of your favorite movie?
- What is your favorite drink?
- What is the name of your oldest niece or nephew?
- What was the name of your favorite high school teacher?
- If you could visit any country in the world, which one would it be?

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On this page you will be asked to create a username and password. We require that your password contain at least one capital letter, one number, and one special character (!, @, #, \$, %, ^, &, \*)

You will also be asked to select 3 security questions and answers to them. These will be used if you forget your password and have to reset it in the future. Once you fill out this form, click Submit to continue with registration.

Why do we ask for your email address? We use your email address to communicate with you regarding updates to the status of your timesheets. We will never give away your email address to any third parties.

## **Registration – Additional information**

### **I get an error message saying my information cannot be found, what do I do?**

The most likely reason is that we have your zip code on file differently than the way you've entered it. Because of the way we receive the initial information about you, sometimes we will have a 9 digit zip code in the system and sometimes only 5 digits. The fastest way to figure out why you can't register is to call Customer Service and press option 3 in the queue. Alternatively, you can email [vaetimesheet@pcgus.com](mailto:vaetimesheet@pcgus.com)

### **Why do we ask for your email address?**

We use your email address to communicate with you regarding updates to the status of your timesheets. We will never give away Your email address to any third parties.

### **What happens once I've registered?**

Once your user account has been created you will receive a confirmation message on the screen. You will also receive an email confirming your account has been created, if you provided your email address. You may now log into the website and use e-timesheet.



# Public Partnerships Web Portal

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[Create Timesheet](#) [Search Timesheet](#)

## Timesheet List

Timesheet Status:

Timesheet Start Date Range:  -

Timesheet Submitted Date Range:  -

Action	Timesheet ID	Provider Name	Timesheet Start Date	Timesheet End Date	Submitted Date	Consumer Name	Status	Check Number
<input type="button" value="View"/>	VA0000427228	E Timesheet	03/26/09	04/08/09	04/28/2009	ConsumerB etimesheet	APPROVED	
<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	VA0000427222	E Timesheet	03/12/09	03/25/09	04/29/2009	ConsumerB etimesheet	SUBMITTED	
<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	VA0000427226	E Timesheet	02/26/09	03/11/09	04/29/2009	ConsumerB etimesheet	SUBMITTED	

Timesheets 1 - 25 [>>](#)

Upon login, you will be brought to the timesheet search/summary page. If this is your first time submitting a timesheet, you will receive an error message telling you the information you searched for cannot be found. This is normal, since you have not entered any timesheets yet.

You can View, Edit, And Delete timesheets here.

To enter a new timesheet, click on Create Timesheet link.

# E-timesheet submission (attendant manual)



# Public Partnerships Web Portal

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## Consumer Search

[Advanced Search](#)

Consumer	City	Phone	Create Timesheet
ETIMESHEET, CONSUMERB	BOSTON	(999) 241-9179	<a href="#">Create Timesheet</a>

Once you have clicked on the Create Timesheet link, you will be brought to the Consumer Search page. Here you will see a list of consumers you are working for.

Locate the consumer you'd like to submit a timesheet for, and click Create Timesheet



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[Create Timesheet](#) [Search Timesheet](#)

## Provider Service Referrals for Consumer ConsumerB etimesheet (#997462116249)

<a href="#">Created Date</a>	<a href="#">Service Code</a>	<a href="#">Consumer First Name</a>	<a href="#">Consumer Last Name</a>	<a href="#">Start Date</a>	<a href="#">End Date</a>	<a href="#">Status</a>	<a href="#">Create Timesheet</a>
4/29/2009	S5126 - Attendant Care Services	ConsumerB	etimesheet	10/1/2008	12/31/2009	Timesheets Partially Submitted	<a href="#">Create Timesheet</a>

You are now on the Provider Service Referrals page. Here you can see available Service referrals against which you can submit a timesheet. Locate the appropriate Referral (your Employer can help you identify the correct one) and click Create Timesheet



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## Submit Timesheet

**E Timesheet**  
Provider ID: Ptest003

**Timesheet for ConsumerB etimesheet**  
Consumer ID: 997462116249  
Service: S5126 – Attendant Care Services  
Authorization Dates: 10/01/08 – 12/31/09

**Time Period:** Begin: Thursday, End: Wednesday. 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.

April, 2009						
Su	Mo	Tu	We	Th	Fr	Sa
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	1	2
3	4	5	6	7	8	9
Today: April 30, 2009						

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You are now ready to Create your timesheet. Click on the calendar icon and choose one of the dates for which you are about to enter your time. Do not worry about selecting correct payroll start or end date, e-timesheet will identify the appropriate payroll date range for you.

## Submit Timesheet

### E Timesheet

Provider ID: Ptest003

### Timesheet for ConsumerB etimesheet

Consumer ID: 997462116249

Service: S5126 – Attendant Care Services

Authorization Dates: 10/01/08 – 12/31/09

**Time Period:** Begin: Thursday 03/26/2009.

Date	Hours
03/26/2009 Thursday	Time In <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
03/27/2009 Friday	Time In <input type="text"/> Time Out <input type="text"/> 1 AM <input type="text"/> 00 <input type="text"/> 6 AM <input type="text"/> 00 <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
03/28/2009 Saturday	Time In <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
03/29/2009 Sunday	Time In <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
03/30/2009 Monday	Time In <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
03/31/2009 Tuesday	Time In <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>

You are now on the timesheet entry page. You can use the <tab> button or your mouse To move between fields. If you worked more than one shift on a particular day, enter First shift you worked and click “There are more hours”. A new line will be created.

03/30/2009 Monday	Time In <input type="text"/> <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
03/31/2009 Tuesday	Time In <input type="text"/> <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
04/01/2009 Wednesday	Time In <input type="text"/> <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
04/02/2009 Thursday	Time In <input type="text"/> <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
04/03/2009 Friday	Time In <input type="text"/> <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
04/04/2009 Saturday	Time In <input type="text"/> <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
04/05/2009 Sunday	Time In <input type="text"/> <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
04/06/2009 Monday	Time In <input type="text"/> <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
04/07/2009 Tuesday	Time In <input type="text"/> <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>
04/08/2009 Wednesday	Time In <input type="text"/> <input type="text"/> Time Out <input type="text"/> <input type="text"/> <input type="button" value="Activity"/> <input type="button" value="There are more hours"/>

You are now on the timesheet entry page. You can use the <tab> button or your mouse

To move between fields. If you worked more than one shift on a particular day, enter First shift you worked and click “There are more hours”. A new line will be created.

Once you finish filling out your timesheet, click Next to continue with the submission process.

**E Timesheet**

Provider ID: Ptest003

**Timesheet for ConsumerB etimesheet**

Consumer ID: 997462116249

Service: 55126 – Attendant Care Services

Authorization Dates: 10/01/08 – 12/31/09

**Status:**

APPROVED

Date	Total Daily Hours	Time In	Time Out	Hours Worked	Activities
03/26/2009 Thursday					
03/27/2009 Friday	5 hours	1:00 AM	6:00 AM	5 hours	
03/28/2009 Saturday					
03/29/2009 Sunday					
03/30/2009 Monday					
03/31/2009 Tuesday					
04/01/2009 Wednesday					
04/02/2009 Thursday					
04/03/2009 Friday					
04/04/2009 Saturday					
04/05/2009 Sunday					
04/06/2009 Monday					
04/07/2009 Tuesday					
04/08/2009 Wednesday					
Total	5 hours				

Please review your timesheet, and if there are no changes, click Submit. If you need to make changes, you can use the Edit button to do so.

Your timesheet has been updated and has been submitted to the consumer for approval.

Hours Summary

**E Timesheet**

Provider ID: Ptest003

**Timesheet for ConsumerB etimesheet**

Consumer ID: 997462116249

Service: S5126 - Attendant Care Services

Authorization Dates: 10/01/08 - 12/31/09

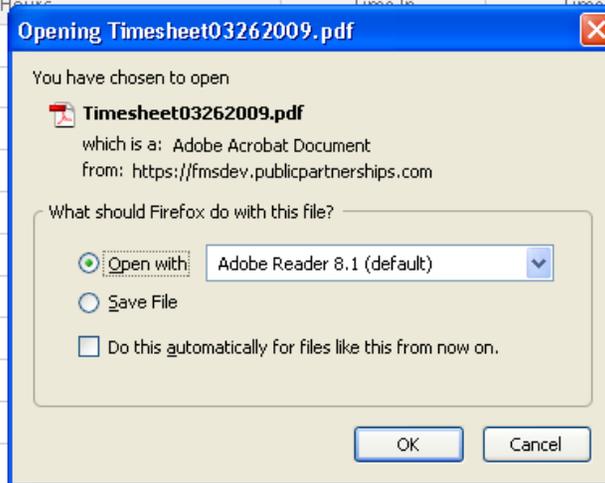
**Status:**

APPROVED

Date	Total Daily Hours	Time In	Time Out	Hours Worked	Activities
03/26/2009 Thursday					
03/27/2009 Friday	5 hours	1:00 AM	6:00 AM	5 hours	
03/28/2009 Saturday					
03/29/2009 Sunday					
03/30/2009 Monday					
03/31/2009 Tuesday					
04/01/2009 Wednesday					
04/02/2009 Thursday					
04/03/2009 Friday					
04/04/2009 Saturday					
04/05/2009 Sunday					
04/06/2009 Monday					

You have successfully submitted your timesheet. Next step: getting your timesheet approved by your employer.

Date	Total Daily Hours	Time In	Time Out	Hours Worked	Activities
03/26/2009 Thursday					
03/27/2009 Friday	5 hours		6:00 AM	5 hours	
03/28/2009 Saturday					
03/29/2009 Sunday					
03/30/2009 Monday					
03/31/2009 Tuesday					
04/01/2009 Wednesday					
04/02/2009 Thursday					
04/03/2009 Friday					
04/04/2009 Saturday					
04/05/2009 Sunday					
04/06/2009 Monday					
04/07/2009 Tuesday					
04/08/2009 Wednesday					
Total	5 hours				



Show printable version (PDF)

To print your submitted timesheet and offer it to your employer to sign and fax to PPL, click on the Show printable version (PDF) button. Click OK and your timesheet will be displayed in a new window. You can then print the timesheet, have it signed by your employer, and fax to the number provided on it.

Alternatively, your employer can log in with his/her own user account and approve the timesheet online instead of via fax.

# Approval Options

- **Option 1:** your attendant will bring you a paper copy of his/her submitted e-timesheet. You can review, sign, date, and fax this form to the number indicated on it.
- **Option 2:** you can create your own user account for e-timesheet, log in, and approve your timesheet online. Next pages will offer instructions on how to do this.

# E-timesheet approval (Consumer manual)

# Approval Options

- **Option 1:** your attendant will bring you a paper copy of his/her submitted e-timesheet. You can review, sign, date, and fax this form to the number indicated on it.
- **Option 2:** you can create your own user account for e-timesheet, log in, and approve your timesheet online. Next pages will offer instructions on how to do this.

## Timesheet List

Timesheet Status:  

Timesheet Start Date Range:   -  

Timesheet Submitted Date Range:   -  

Action	Timesheet ID	Timesheet Start Date	Timesheet End Date	Submitted Date	Employee Name	Status
<input type="button" value="View"/> <input type="button" value="Approve/Reject"/>	VA0000427263	04/23/09	05/06/09	05/08/2009	John Smith	SUBMITTED
<input type="button" value="View"/>	VA0000427247	04/23/09	05/06/09	05/06/2009	John Smith	FAX
<input type="button" value="View"/>	VA0000427246	04/23/09	05/06/09	05/07/2009	John Smith	FAX
<input type="button" value="View"/> <input type="button" value="Approve/Reject"/>	VA0000427445	03/26/09	04/08/09	05/08/2009	John Smith	SUBMITTED
<input type="button" value="View"/>	VA0000427137	03/12/09	03/25/09	03/27/2009	John Smith	FAX
<input type="button" value="View"/>	VA0000427129	03/12/09	03/25/09	03/26/2009	John Smith	FAX
<input type="button" value="View"/> <input type="button" value="Approve/Reject"/>	VA0000427446	02/26/09	03/11/09	05/08/2009	John Smith	SUBMITTED

If you are a Consumer and you log into e-timesheet, you will be brought to the Timesheet List screen. Here you are able to view, approve, and reject timesheets submitted by your Employees. Click the Approve/Reject button to review and process a timesheet.

03/31/2009 Tuesday	6 1/4 hours	9:11 AM	3:21 PM	6 1/4 hours
04/01/2009 Wednesday	5 3/4 hours	2:19 PM	8:00 PM	5 3/4 hours
04/02/2009 Thursday				
04/03/2009 Friday				
04/04/2009 Saturday				
04/05/2009 Sunday				
04/06/2009 Monday				
04/07/2009 Tuesday				
04/08/2009 Wednesday				
Total	18 hours			

Show printable version (PDF)

Approve

Reject

Rejection Reasons (Choose up to 2)	
<input type="checkbox"/>	Hours worked are inaccurate
<input type="checkbox"/>	Days worked are inaccurate
<input type="checkbox"/>	Incorrect service code

Additional Rejection Note
<div style="border: 1px solid black; height: 80px;"></div>

Reject

Review your employee's hours. If the hours are incorrect, enter rejection reasons on the Bottom of the screen, then click Reject. Your notes will help your employee correct and resubmit the Timesheet, so please be specific. If the hours look right, click Approve.

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

Hours Summary

John Smith  
Provider ID: HILL047

**Timesheet for Consumer B**

Consumer ID: 153034023019  
Service: S5126 - Attendant Care Services  
Authorization Dates: 10/11/08 - 10/11/14

Date	Total Daily Hours	Time In	Time Out	Hours Worked
03/26/2009 Thursday				

This timesheet is now approved – this message will appear on the screen once you approve the timesheet.

# Budget Summary Page

## Budget Detail For Consumer B (ID#123456789876)

Total Referrals: \$0.00  
Total Spent: \$77,513.67  
Total Balance: (\$77,513.67)

Service	Provider	Start Date	End Date	Units	Unit Increment	Rate	Line Total	Paid	Invoiced	Balance	Note	Status	Action
S5126: Attendant Care Services		9/11/2006	12/31/2012	66,000.00	0.25	N/A	N/A	\$61,131.56	\$955.00	N/A		Timesheet Partially Submitted	
S5150: Respite Services		9/11/2006	12/31/2012	20,160.00	0.25	N/A	N/A	\$15,427.11	\$0.00	N/A		Timesheet Partially Submitted	
Total:				86,160.00			N/A	\$76,558.67	\$955.00	N/A			

Display Detail

On the Budget Summary page, you can view your existing authorizations, what has been spent against them, and the current balance. "Invoiced" column lists timesheets currently in process and not paid yet. Unit increment for the VA DMAS CD program is 15 minutes (1/4 of an hour), that is why 0.25 is displayed.

You can click the Display Detail button to view more details for each authorization.

# Service Referral Detail

---

Service Referral ID: 1072400040703

**Consumer Name:** **Consumer B**

**Begin Date:** 4/22/2009

**Consumer ID:**

**End Date:** 9/1/2009

**Medicaid ID:**

**Rate:** N/A

**Vendor Name:**

**Unit Type:** HOUR

**Service Type:** Attendant Care Services

**Units:** 770.00

**Referral Status:** Approved

**Total Amount :** N/A

## Notes:

**Total Invoiced:** \$0.00

**Total Paid:** \$4,484.27

**Total Balance:** (\$3,714.27)

**Revision History:** [Show Revision](#)

Click here to show details of spending against this authorization

[Show Detail](#)

Click here to show revision history of this authorization

[Back](#)

# Timesheet Status Messages

## What do different status messages on the Timesheet List page mean?

**Fax** – PPL has received your timesheet via fax

**Saved** – the employee has entered the timesheet, saved it, but has not submitted it for Consumer/Employer review.

**Submitted** – The employee has submitted the timesheet. It has passed program rules, and is awaiting Consumer/Employer approval

**Approved** – The timesheet has been approved by the Consumer/Employer

**Rejected** – The timesheet has been rejected by the Consumer/Employer

**In Progress** – PPL is processing the timesheet for payment

**Denied** – timesheet (in case of faxed timesheet) has not passed program rules and is pending. Customer service will be in touch with Attendant/Employee or Consumer/Employer if necessary.

**Paid** – timesheet has been paid. Please expect EFT or check payment within regular waiting time from date of payment

**Pending** – timesheet is currently being processed for payment. Status should change to Paid on the payroll Friday

I forgot my username  
or password... now  
what?

# Public Partnerships Web Portal

## Reset Password

### Verify User Name

Please enter your User Name:

If you forgot your username please click [here](#) and register again.

User Name:

Next

If you forgot your username, click on the link and re-register. You will have to follow registration steps and will not be able to use your old username.

To change your password, click on the “Forgot Username or Password” link on the home page.

Enter your user name, and click Next



# Public Partnerships Web Portal

## Reset Password

### Verify Credentials

Please verify yourself. Enter the required fields in \*

Provider ID \*

Mailing zip code \*

SSN \*

Last Name \*

Next

Enter the requested information on this page. This allows us to verify your information against our records. Please note, if the zip code in our file is 9 digit long, we require that you enter all nine digits, as follows: 12345-6789

## Reset Password

### Verify Security Questions

Please answer the following Security Questions

What was the name of your childhood best friend?

What year was your maternal grandmother born in?

What is the name of the elementary school you attended?

Please enter the responses to security questions you entered when you first registered your account, then click Next.

# Public Partnerships Web Portal

## Reset Password

Enter New Password

Please enter a new password for your account

Password:

Confirm  
Password:

Next

Enter your new password in both fields. The two have to match. Click Next.



# Public Partnerships Web Portal

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## Reset Password

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Your password has been reset successfully. Please login using your new password.

Done

You may now log in using your new password.

## FAQ

**Q:** I am unable to find the page where I can enter my timesheet, what's wrong?

**A:** This is often asked by consumers in the program. The attendant is the one who has to enter the timesheet. Please have your attendant(s) register and enter timesheets online.

**Q:** How can I update my email address?

**A:** We are working on adding functionality to the site to allow you to change your personal information, such as address and email. For now, please email [vaetimesheet@pcgus.com](mailto:vaetimesheet@pcgus.com) with your username and the correct email address.

**Q:** I am entering the information when registering and getting an error that the application cannot pull up my information. What am I doing wrong?

**A:** here are the common mistakes to check for:

SSN should not contain any spaces, dashes, etc.

Zip code: you may have a 9 digit zip or a 5 digit zip code on file. If entering 9 digits, enter in the following format: 12345-6789. Try entering both 5 digits and 9 digits.