



Approving Time in PPL@Home

California SDP | Quick Guide

When your provider submits time electronically, their timesheets appear in PPL@Home where you can approve or reject them.

1. From PPL@Home, click the **'Timesheets' tab**.

2. Open the 'In Process Payroll' accordion menu. You will see any timesheets that are waiting for your approval.

a. You can expand or collapse each accordion menu by clicking on the dark green title bar.

3. In the 'In Process Payroll' accordion, select the timesheet you would like to approve or deny by clicking on the 'View' button on the far right of the timesheet information line.

a. Use the left/right scroll bar to see all information.

4. Read the details of each entry, especially date, time in/out, and service code.

a. If the entry looks accurate, click the 'Approve' button. You will see a pop-up that says the approval was successful.

b. If the entry looks inaccurate for any reason, click the 'Deny' button. You will receive a pop up asking you to select a reason from a drop-down menu for the Denial. Then click the purple 'Deny' button. You will see a pop up saying the entry was successfully denied.

5. Approved entries will enter the 'Good to Pay' status. Denied entries will enter the 'Denied by Participant' status.

Any denied time entries will return to the Provider for correction.

All time entries must be submitted and approved by the deadline as found on the current payroll schedule.

Call or email your Support Broker or Enrollment Specialist if you have any questions.



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