



Approving Time in PPL@Home for Authorized Representatives

California SDP | Quick Guide

You can review Provider timesheets in PPL@Home.

1. From PPL@Home, click on the **'Associated Participants'** tab.
2. Click the **'Manage Participant' button** on the far right of the line of information for the Participant you are approving time for.
3. Click the **'Timesheets' tab**.
4. Open the 'In Process Payroll' accordion menu to review timesheets.
 - a. *You can expand or collapse each accordion menu by clicking on the dark green title bar.*
5. In the 'In Process Payroll' accordion, select the timesheet you would like to review 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.*
6. *Read the details of each entry, especially date, time in/out, and service code.*
 - a. If the timesheet is correct, click the 'Approve' button. You will see a pop-up that says the approval was successful.
 - b. If the timesheet is not correct, click the 'Deny' button. You will receive a pop up to select a denial reason. Then click the purple 'Deny' button. You will see a pop up saying the entry was successfully denied.
7. Approved entries will enter the 'Good to Pay' status. Denied entries will enter the 'Denied by Participant' status.

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