



Submitting Time in PPL@Home

California SDP | Quick Guide

Entering time in PPL@Home directly **is not Electronic Visit Verification (EVV) compliant**. Providers must use EVV to continue participating in CA SDP. **Entering time directly in PPL@Home should only be done when no other time entry option is available.**

1. From PPL@Home, click the **'Timesheets' tab**.
2. Click the purple '+Add Time Entries' button.
3. You will see two drop-down menus. Select the Participant and then the service period you worked in.
4. You will see each day of the pay period. Find the day and use the drop-down menus to enter the details of the shift.
 - a. If you worked more than one shift in the same day, you can click the **'+' button** to create another shift for the same day.
 - b. For each entry, you will select the reason for the manual entry from the drop-down.
5. When you have added your time entries, click the checkbox at the bottom left of the window certifying that you worked the time you are submitting.
6. Click the purple 'Save & Submit' button.
7. You will return to your timesheet selection window. To view the timesheet you just submitted, click the **'View' button** to the right of the timesheet line in 'In Process Payroll'. The status will change to Submitted.

If you submitted a time entry through PPL@Home and it gets rejected by the participant, you **cannot correct the entry** and resubmit it. **You must create a new entry with the corrected information.**

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



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YOUR CARE
YOUR PEOPLE