



Approving Timesheets in PPL@Home

Walk-Me Guide | California SDP

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 **'Timesheet'** tab.

This will show you provider timesheets that need approval.

You will see two accordion menus. **'In Process Payroll'** are timesheets providers submitted that need your approval or who have been approved and are awaiting payment.

'Processed Payroll' are timesheets that have been paid to a provider.

These accordion menus can be expanded and collapsed by clicking on the dark green title bar.

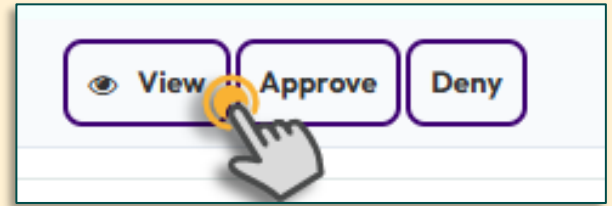


| Provider Name | Provider PPL ID | Service Date | Time In | Time Out | Status | Actions |
|------------------|--------------------|--------------|----------|----------|-------------------|---|
| Don Indeprovider | PRV-CASDP-00000000 | 04/06/2026 | 11:51 AM | 12:51 PM | Awaiting Approval | View Approve Deny |

2

In the 'In Process Payroll' accordion, click on a timesheet you would like to approve by clicking the **'View' button** under the actions column. This will show the details of this time entry.

Use the scroll bar to view all time entry information.




Provider Name: Don Indeprovider
Provider PPL ID: PRV-CASDP- 0000000

Approve Deny

| <input type="checkbox"/> | Service Date | Submission Date | Service Code | Service Description | Time |
|--------------------------|--------------|------------------|-----------------------|--------------------------------------|----------|
| <input type="checkbox"/> | 04/06/2026 | 04/06/2026 09:51 | 310: Respite Services | Provides basic assistance with tasks | 11:51 AM |

Filter Service Filter Submission Dc Filter Service Code Filter Service Description Filter



While you can Approve/Deny an entire timesheet at once from the 'In Process Payroll' menu, you are responsible for making sure all lines are correct.

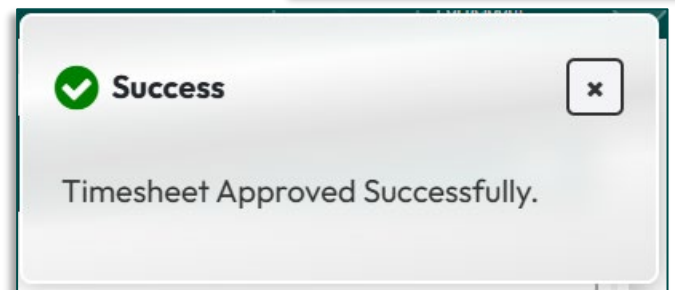
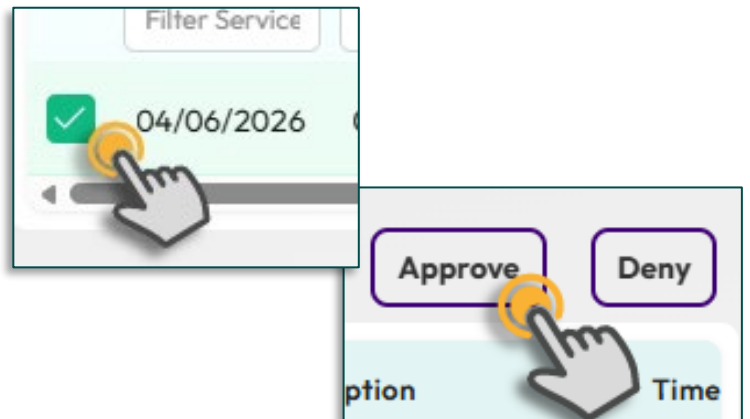
3

Read the time entry. Note the:

- Date
- In and Out Time & Location
- Service Code

If it is correct, click the checkbox to the left end of the time entry line, then click the **'Approve' button**.

You will see a pop up on your screen that says the Timesheet Approved Successfully.

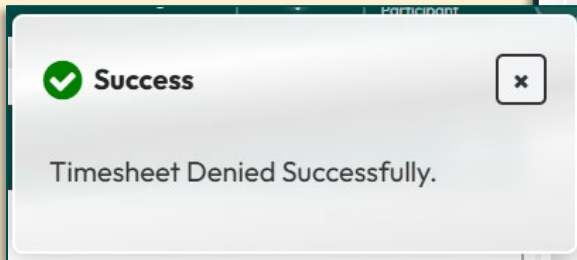
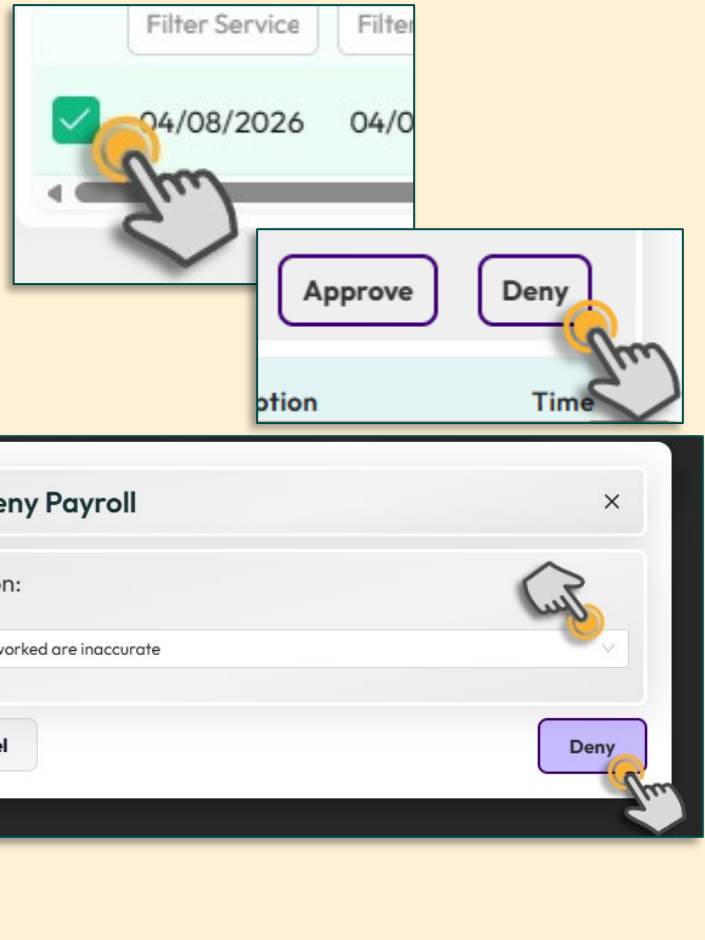


4

If a time entry is not correct for any reason, you can deny/reject it by clicking the **'Deny' button** instead.

You will be asked to select a reason for the rejection. Click a reason from the drop down, and then click the **purple 'Deny' button**.

You will see a pop up that says the time entry has been successfully rejected.



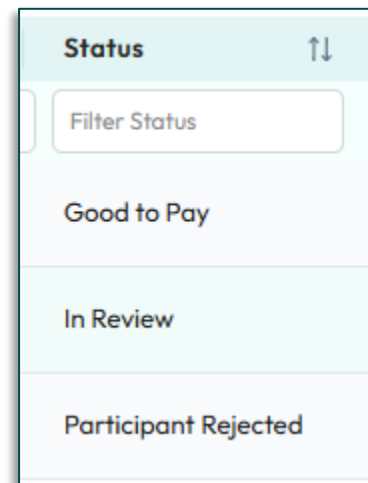
If you reject a time entry, it will be sent back to the Provider with the reason for the rejection. They can create a new, corrected time entry from scratch and resubmit it again.

5

Repeat the approval/rejection process for each entry on the timesheet.

Approved entries will continue processing for payment and enter **'Good to Pay' status**.

Rejected entries will enter **'Participant Rejected'** status and be returned to the Provider for correction.



Time entries must be submitted and approved by the deadline outline on the current payroll schedule. If not, the entries will not be reflected on the upcoming paycheck.

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



YOUR LIFE
YOUR CARE
YOUR PEOPLE