



Approving Timesheets In PPL@Home for Associations

Walk-Me Guide | California SDP

To approve Timesheets on behalf of your Participant, there is a simple process to navigate to their profile and perform the action of approving the timesheet.

1

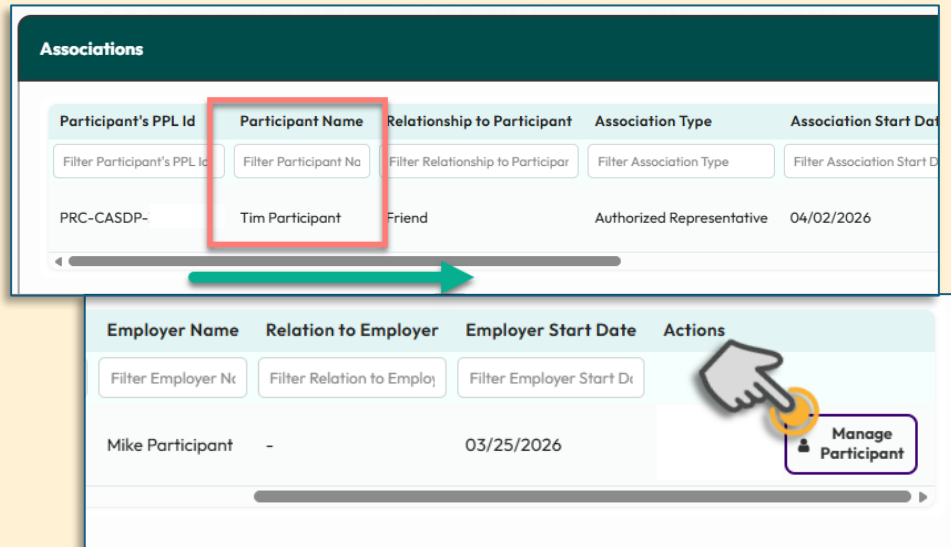
After logging into PPL@Home, click on the **Associated Participants** tab.



2

Under the **'Associations accordion menu'**, choose the participant.

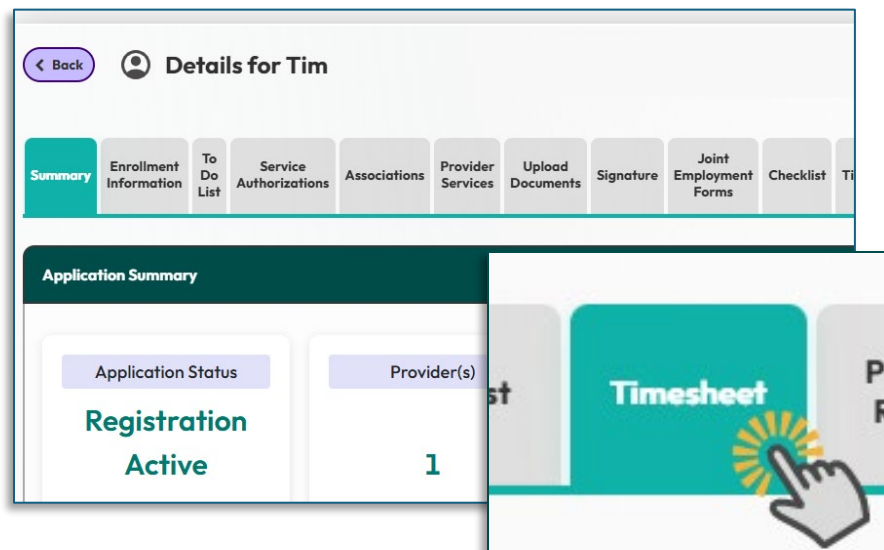
Scroll to the right of their information line and select the **'Manage Participant'** button.



The Manage Participant button will only show if you are in Paperwork Complete status with all required forms and documentation completed.

3

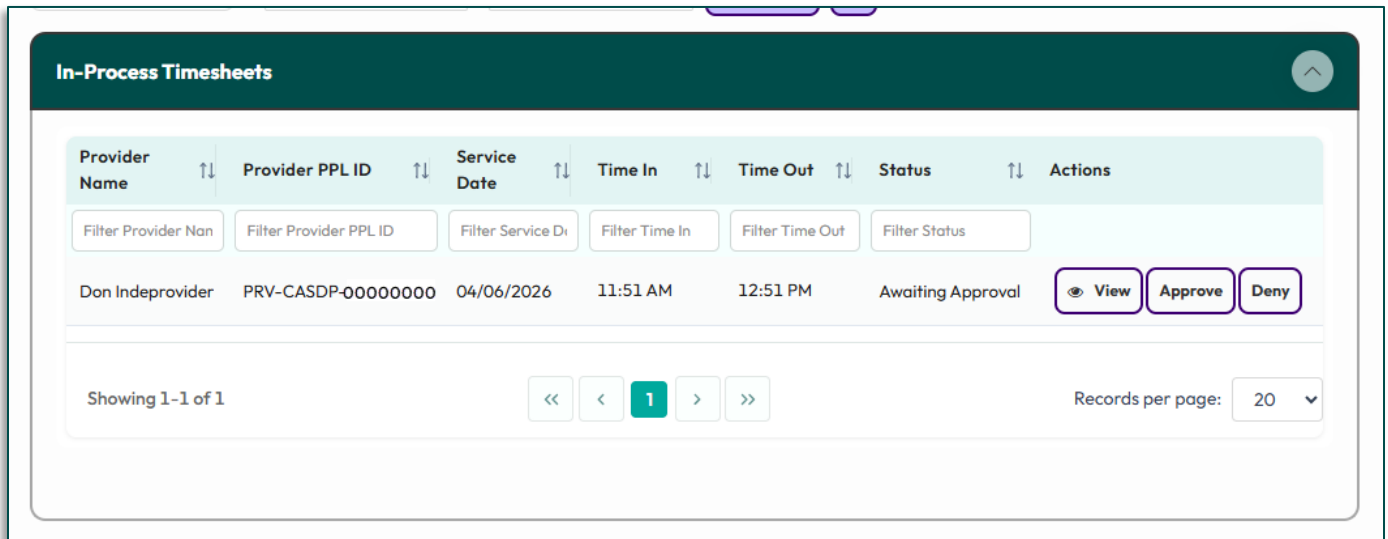
You will see the Participant's PPL@Home view. You can complete actions for the Participant. Select the **Timesheet** tab to continue.



4

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

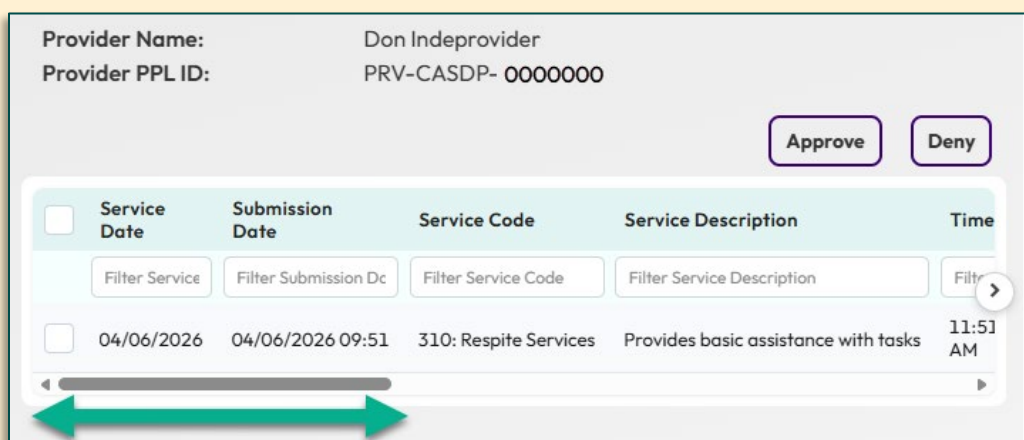
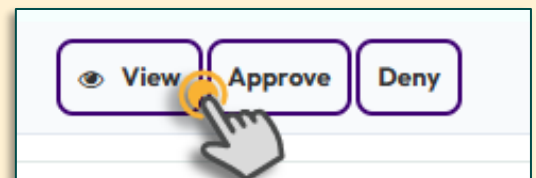
These accordion menus can be expanded and collapsed by clicking on the dark green title bar.



5

In the 'In Process Payroll' accordion, click on a timesheet to review by clicking the **'View' button**. This will show the details of this time entry.

Use the scroll bar to view all time entry information.



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

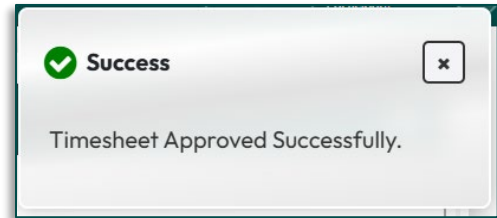
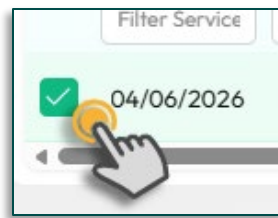
6

Read the time entry. Note the:

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

If it is correct, check the box 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.

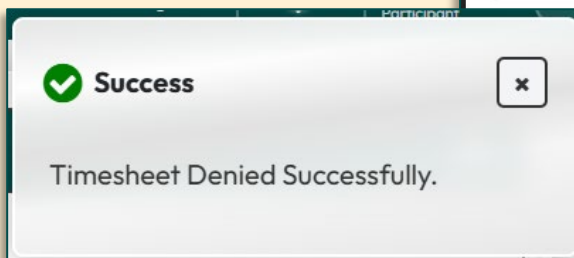
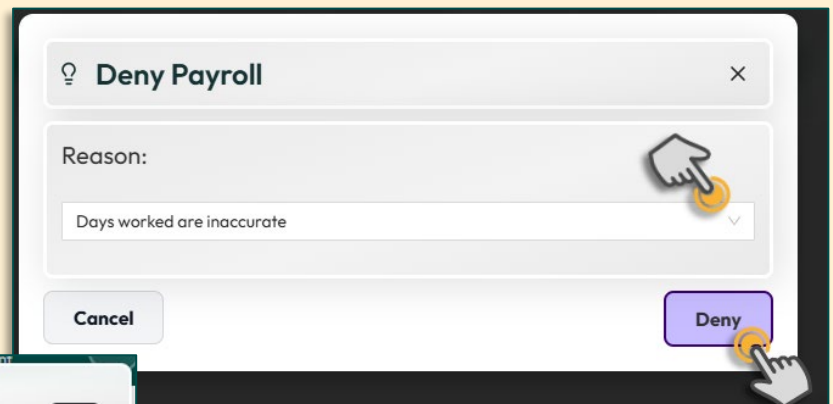
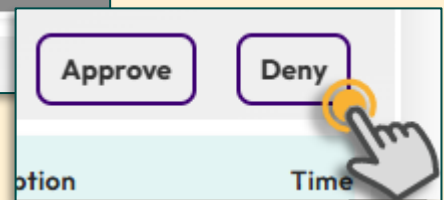
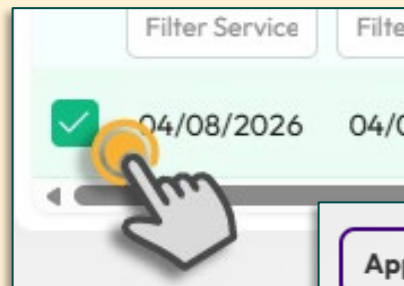


7

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

You will be asked to select a denial reason from the drop down. Then click the **purple 'Deny' button**.

You will see a pop up that says the time entry was denied successfully.



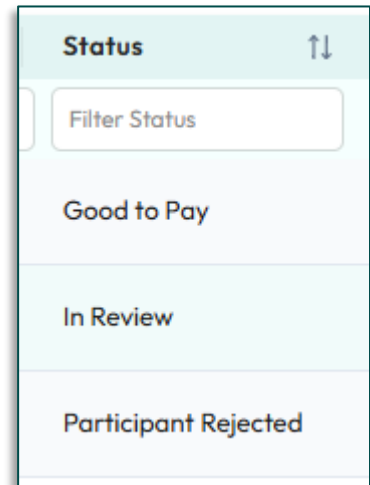
If you deny a time entry, it will be sent back to the Provider with the denial reason. The provider can create a new, corrected time entry from scratch and resubmit it.

Review each entry on the timesheet.

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

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

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



Status	↑↓
Filter Status	
Good to Pay	
In Review	
Participant Rejected	

Time entries must be submitted and approved by the deadline on the current payroll schedule. Late entries will not be in the upcoming paycheck.

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



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YOUR CARE
YOUR PEOPLE