



Requesting Sick Time in PPL@Home

Walk-Me Guide | California SDP



Submitting a sick time request can be done through PPL@Home.

1

From your PPL@Home dashboard, click on the **'Sick Time'** tab.

You will see your current sick time balance information in the Sick Time Summary accordion menu.

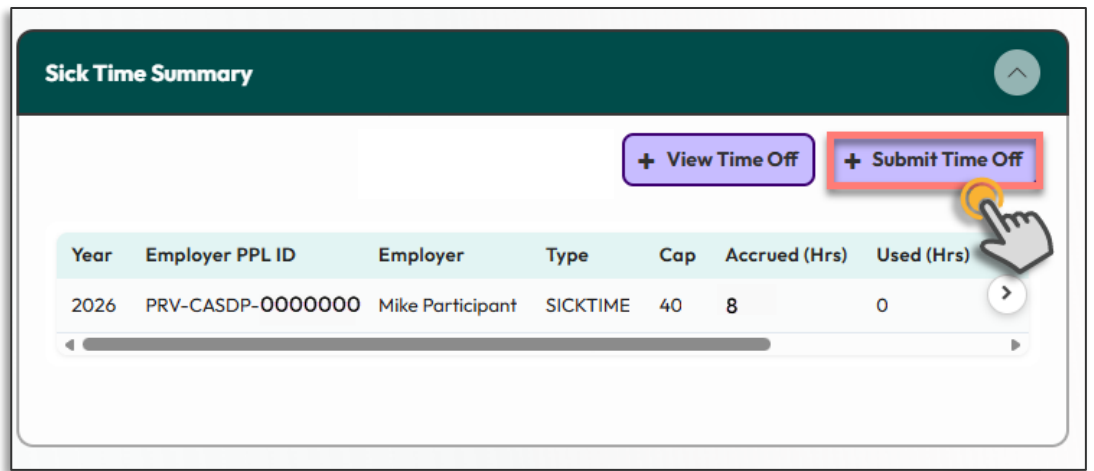


Sick Time Summary

[+ View Time Off](#) [+ Submit Time Off](#)

Year	Employer PPL ID	Employer	Type	Cap	Accrued (Hrs)	Used (Hrs)	Balance (Hrs)	Available to Use (Hrs)
2026	PRV-CASDP-0000000	Mike Participant	SICKTIME	40	8	0	8	8

2

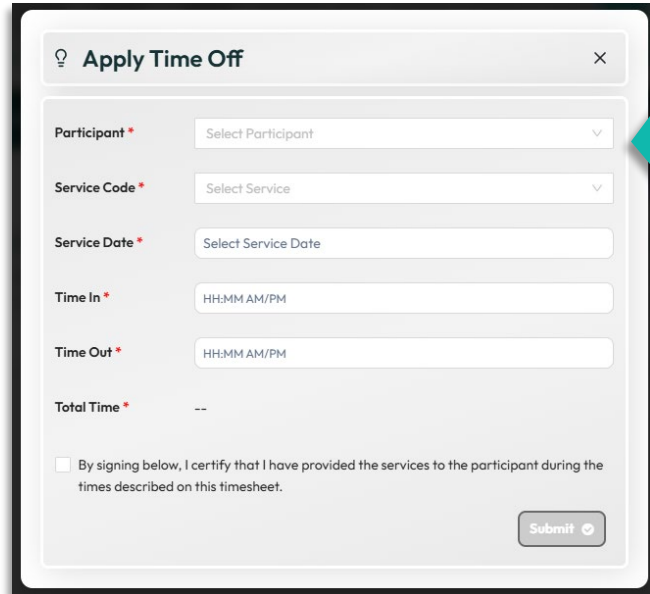


The screenshot shows a 'Sick Time Summary' page with a table of sick time records. Two buttons, '+ View Time Off' and '+ Submit Time Off', are highlighted with red boxes. A hand cursor is pointing at the '+ Submit Time Off' button. The table has the following data:

Year	Employer PPL ID	Employer	Type	Cap	Accrued (Hrs)	Used (Hrs)
2026	PRV-CASDP-0000000	Mike Participant	SICKTIME	40	8	0

Click on the purple '+Submit Time Off' button.

You will see a pop up asking for information about your sick time request.



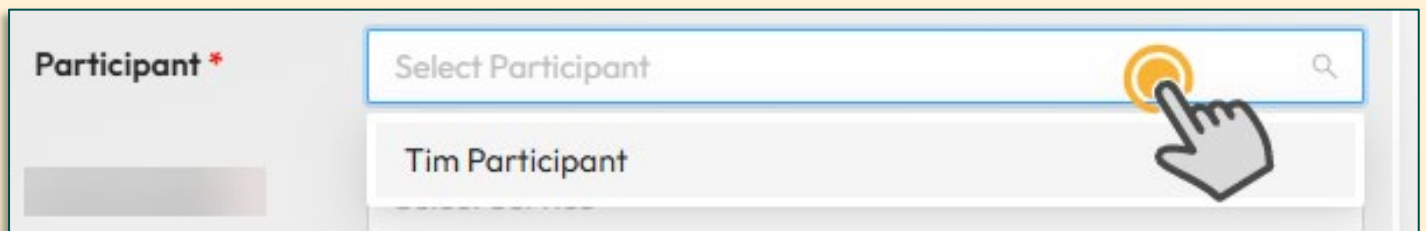
The 'Apply Time Off' pop-up form contains the following fields:

- Participant* (dropdown menu)
- Service Code* (dropdown menu)
- Service Date* (text input)
- Time In* (HH:MM AM/PM)
- Time Out* (HH:MM AM/PM)
- Total Time* (text input, currently "--")

At the bottom, there is a checkbox with the text: "By signing below, I certify that I have provided the services to the participant during the times described on this timesheet." and a "Submit" button.

3

Click on the dropdown menus to include information about your sick time request, including Participant, Service Code, Service Date, Time In, Time Out.

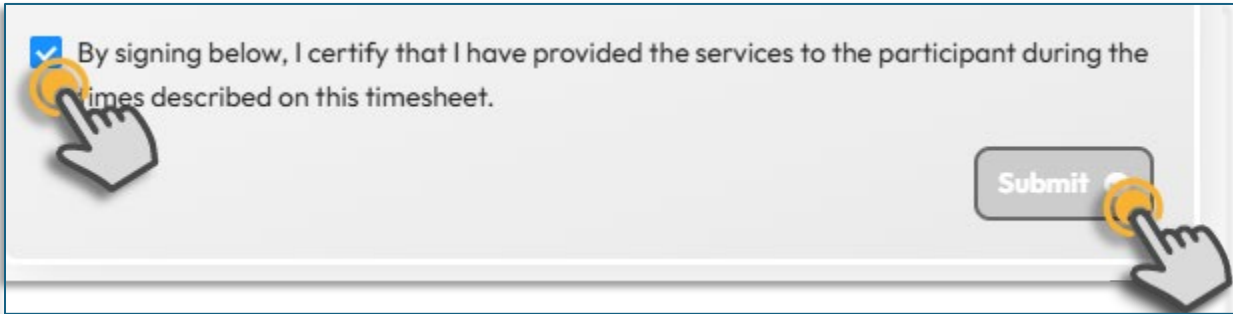


A close-up of the 'Participant*' dropdown menu. The dropdown is open, showing a search bar with the text 'Select Participant' and a magnifying glass icon. Below the search bar, the name 'Tim Participant' is visible. A hand cursor is pointing at the search bar.

4

When you have added your sick time request information, click the checkbox on the bottom left of the window certifying the request.

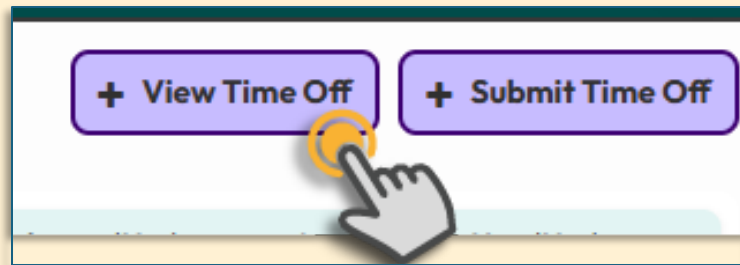
Then click the **purple 'Submit button**.



5

You will return to your timesheet selection window.

To view the sick time request you just submitted and its approval status, click the **purple '+View Time Off' button** at the top right of the Sick Time Summary menu.



Participant PPL ID	Participant Name	Service Date	Service Code	Submission Date	Time In	Time Out	Billed Hours	Service Rate	Billable Rate	Business Status	Processing Status	Timesheet Detail ID	Actions
Filter Participant PPL ID	Filter Participant Name	Filter Service Date	Filter Service Code	Filter Submission Date	Filter Time In	Filter Time Out	Filter Billed Hours	Filter Service Rate		Filter Business Status	Filter Processing Status	Filter Timesheet Detail ID	
	Tim Participant	06/09/2026	SICKTIME	06/11/2026	12:00 AM	1:00 AM	1 hr	30.00		Paid	Paid	338150	

Showing 1-1 of 1

Records per page: 20



Entering non-sick time in PPL@Home directly **is not Electronic Visit Verification (EVV) compliant**; this is called a manual entry. Providers must comply to continue participating in CA SDP. **Entering time directly in PPL@Home should only be done when no other time entry option is available.**

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



YOUR LIFE
YOUR CARE
YOUR PEOPLE