Requesting Sick Time in PPL@Home

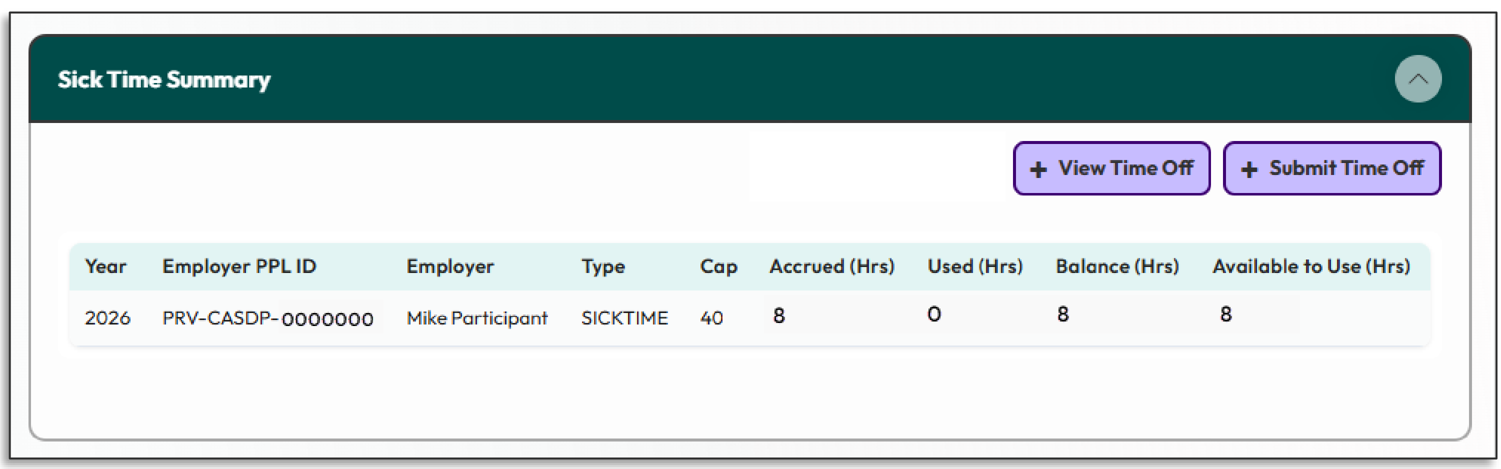
Walk-Me Guide | California SDP

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

1

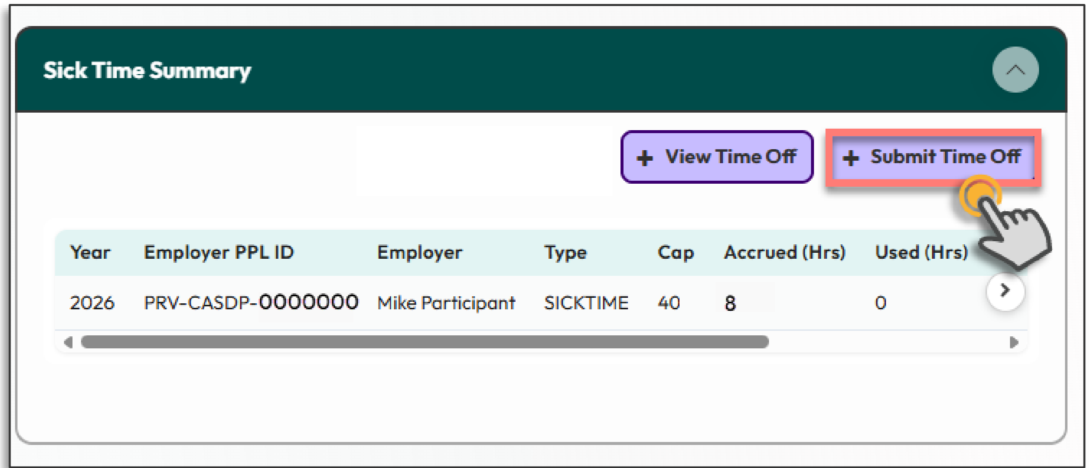
From your PPL@Home dashboard, click on the **'Sick Time'** tab.

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



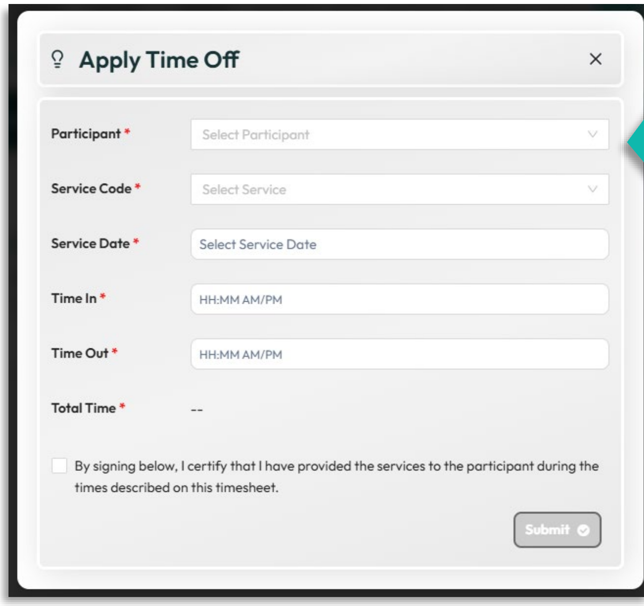
Year	Employer PPL ID	Employer	Type	Cap	Accrued (Hrs)	Used (Hrs)	Balance (Hrs)	Available to Use (Hrs)
2026	PRV-CASDP-0000000	Mike Participant	SICKTIME	40	8	0	8	8

2



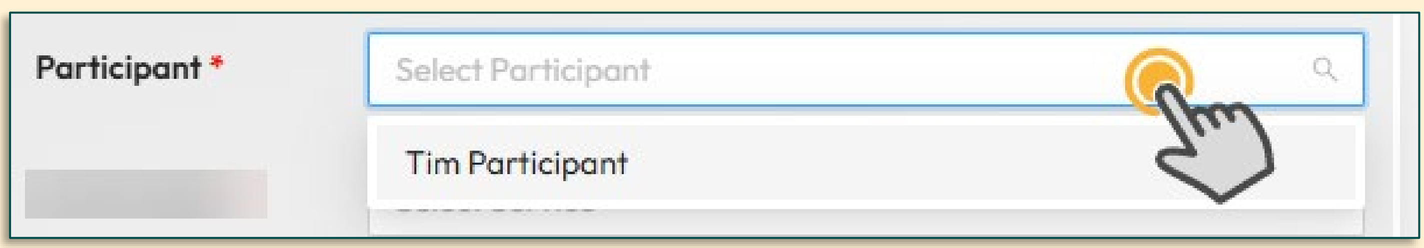
Click on the purple **'+Submit Time Off' button.**

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



3

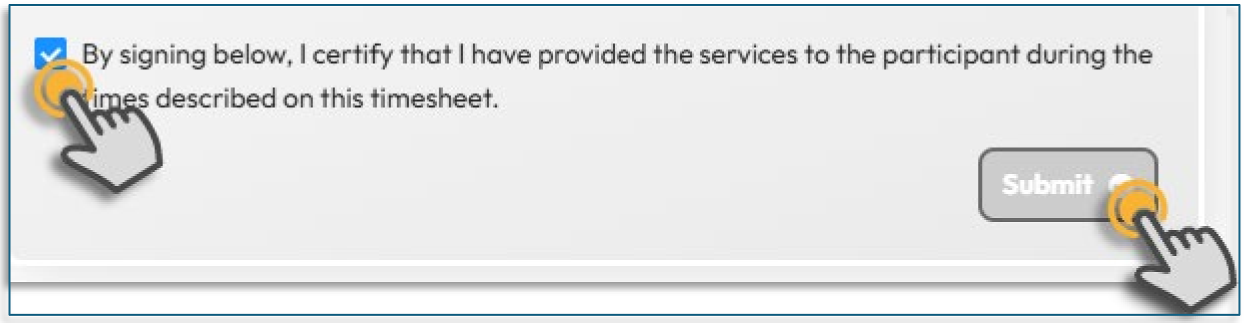
Click on the dropdown menus to include information about your sick time request, including Participant, Service Code, Service Date, Time In, Time Out.



4

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

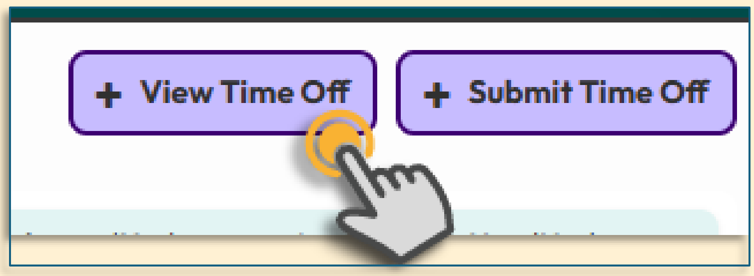
Then click the **purple 'Submit button.**

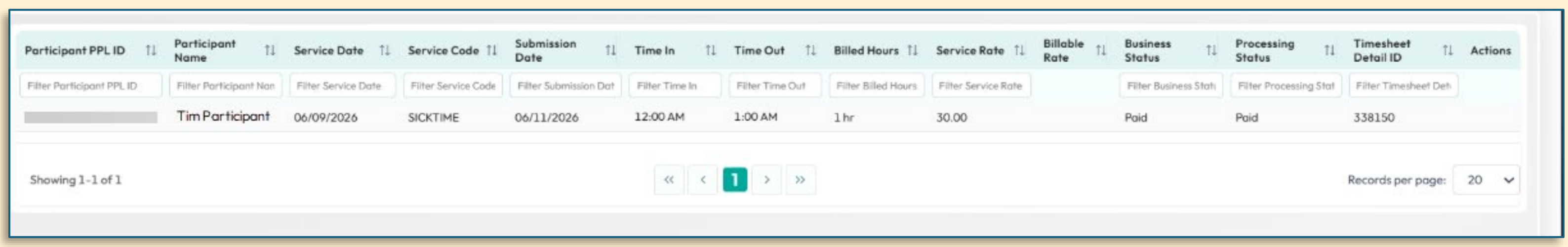


5

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 Nan	Filter Service Date	Filter Service Code	Filter Submission Dat	Filter Time In	Filter Time Out	Filter Billed Hours	Filter Service Rate		Filter Business Stat	Filter Processing Stat	Filter Timesheet Det	
	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 « ‹ 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