



Submitting Timesheets in PPL@Home

Walk-Me Guide | California SDP



As a last resort, if you need to submit a timesheet, you can do it directly through PPL@Home.



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.**

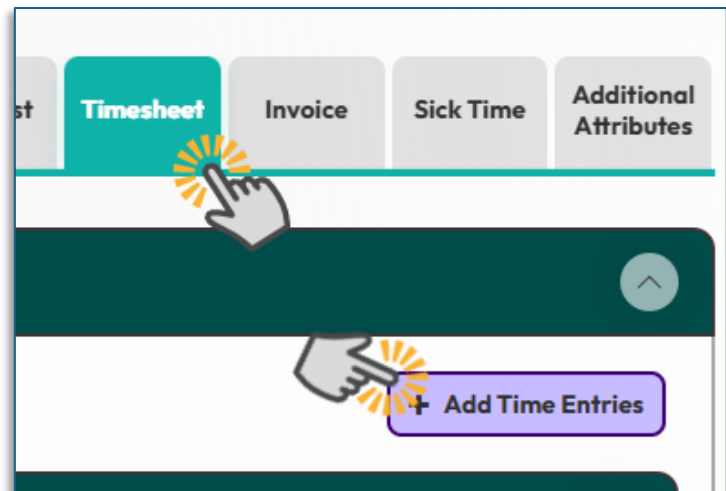
1

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

Click the purple **'+Add Time Entries'** button.

First, click the **Provider drop down** and choose the Participant.

Then click the **Service Period drop down** to choose which service period (timesheet) to enter time.



Add New Time Entry

Warning: Manually entering time or editing a clock in /clock out time is not EVV compliant. Please remember to use the Time4Care app to clock in /clock out.

Participant *

Service Period *

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You will see each day during the service period you chose.

Each line shows a shift. If you worked more than one shift in a day there may be multiple lines for the same day.

Warning: Manually entering time or editing a clock in /clock out time is not EVV compliant. Please remember to use the Time4Care app to clock in /clock out in real-time.

Participant * Christian Participant

Service Period * 03/16/2026-03/31/2026

Service Date	Service Code *	Service Description *	Clock In Service Location *	Time In *	Clock Out Service Location *	Time Out *	Total Time	Manual Entry Reason *	Actions
<input type="checkbox"/> 03/16/2026 (Monday)	Select Servi...	Service Des...	Clock ...	HH:MM	Clock ...	HH:MM		Select Reas...	+ [Copy]
<input type="checkbox"/> 03/17/2026 (Tuesday)	Select Servi...	Service Des...	Clock ...	HH:MM	Clock ...	HH:MM		Select Reas...	+ [Copy]
<input type="checkbox"/> 03/18/2026 (Wednesday)	Select Servi...	Service Des...	Clock ...	HH:MM	Clock ...	HH:MM		Select Reas...	+ [Copy]
<input type="checkbox"/> 03/19/2026									+ [Copy]

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Find the day to enter time.

Use the drop-down menus to enter the details about the shift, including service code, in and out time, and the manual reason for creating a manual entry.

Note: If you worked more than one shift in the same day, click the **+** button on the right of each day/shift line to add a new line for the same day.

Participant * Christian Participant

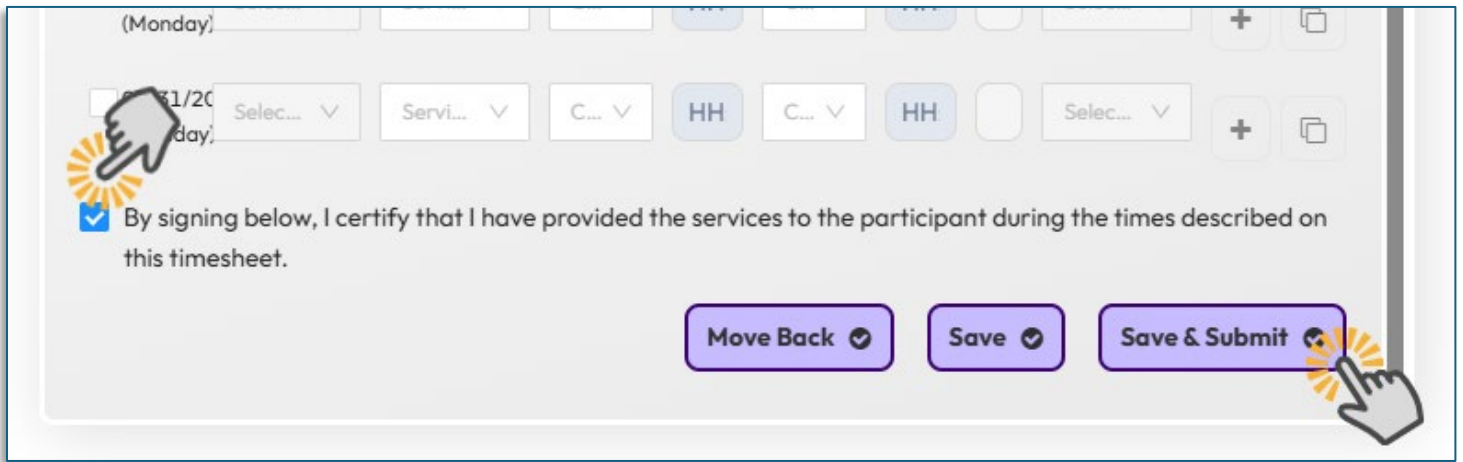
Service Period * 03/16/2026-03/31/2026

Service Date	Service Code *	Service Description *	Clock In Service Location *	Time In *	Clock Out Service Location *	Time Out *	Total Time	Manual Entry Reason *	Actions
<input checked="" type="checkbox"/> 03/16/2026 (Monday)	310_2:1:Respite In-...	ProService	Home	12:20 PM	Home	05:20 PM	5 hrs	Mobile App Issue/In...	+ [Copy]
<input type="checkbox"/> 03/17/2026 (Tuesday)	Select Service	Service Description	Clock In Se...	12 : 20 : PM		HH:MM AI		Select Reason	+ [Copy]
<input type="checkbox"/> 03/18/2026 (Wednesday)	Select Service	Service Description	Clock In Se...			HH:MM AI		Select Reason	+ [Copy]

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When you have added your time entries for this timesheet, click the checkbox on the bottom left of the window certifying that you worked the time you are submitting.

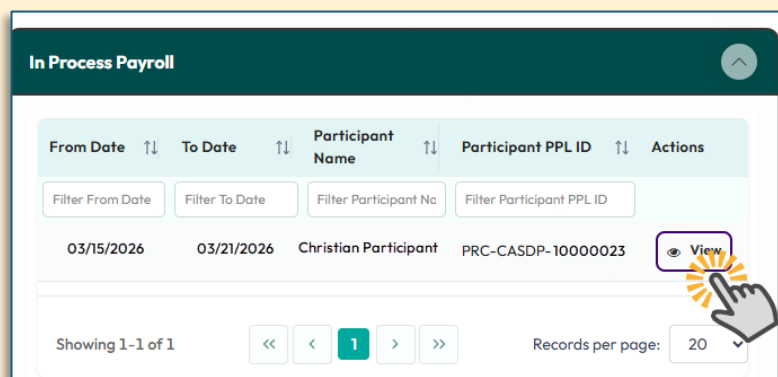
Then click the **purple 'Save and Submit' button**.



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You will return to your timesheet selection window.

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.



Service Date	Service Code *	Service Description *	Clock In Service Location *	Time In *	Clock Out Service Location *	Time Out *	Total Time	Manual Entry Reason *	Status	Processing Actions Status
<input type="checkbox"/> 03/02/2026 (Monday)	310_2:1:Res...	Test Service ...	Comm...	12:20	Home	6:30	3 hr	Caregiver fai...	Submitted	

TIMESHEET APPROVAL AND REJECTION

After submission,

- If the participant approves the time entry, the status will change to **'Good to Pay'**.
- If the participant rejects the entry, the status will change to **'Participant Rejected'**.

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.**

Only time entries submitted through an EVV compliant method (such as the Time4Care app) can be edited, and it must be edited through the same method of submission.



Entering 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