



# Viewing Essential Payroll Information in PPL@Home for Providers

Walk-Me Guide | California SDP



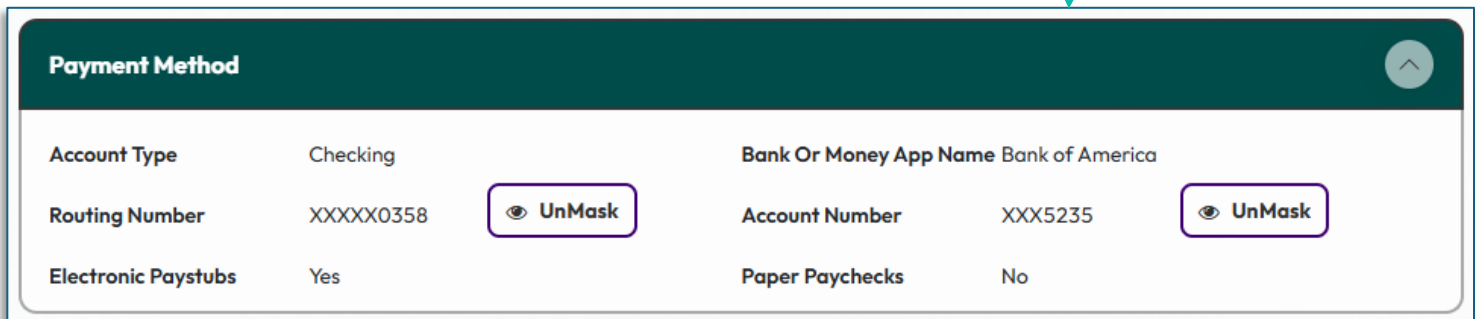
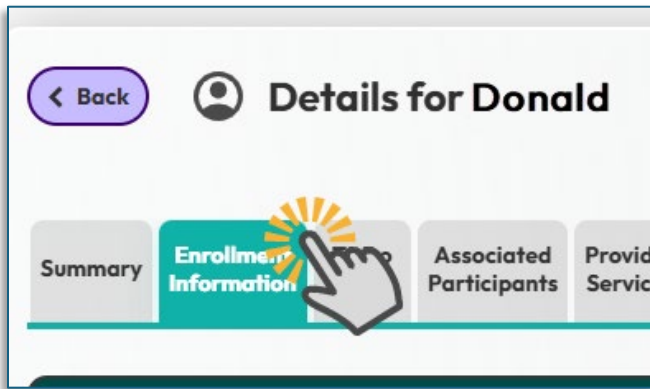
Making sure you can find your payment information important. PPL@Home makes locating your essential payroll information, like your payment method, rates, timesheets, and paystubs, quickly and easily.

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## FINDING YOUR PAYMENT METHOD

When you completed your registration with SDP, you provided your Payment Method. You can view your current payment method from your 'Enrollment Information' tab. Scroll to the bottom of the screen to the Payment Method accordion menu. If the accordion is closed, click the dark green title bar to expand it.



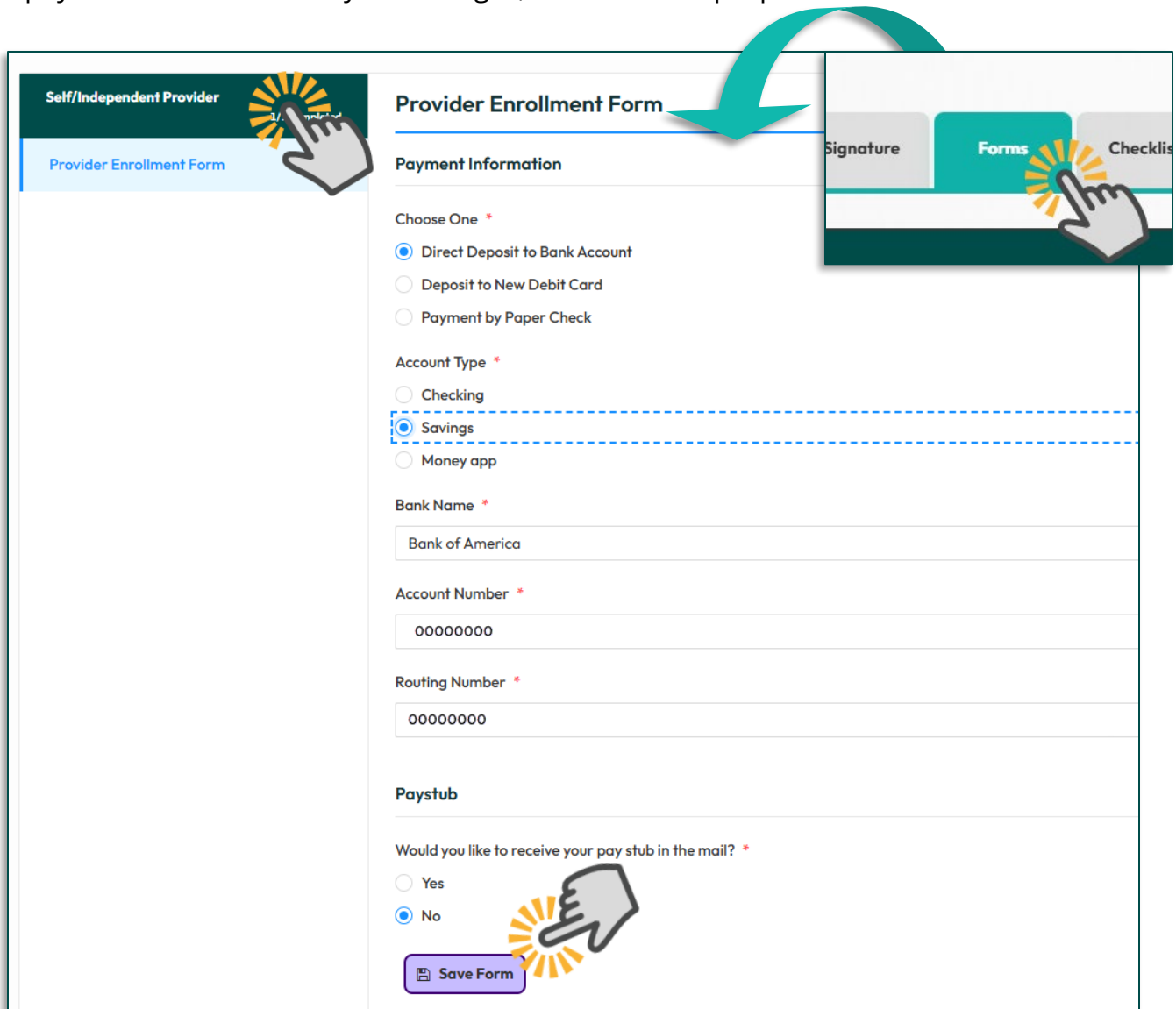
Payment Method			
Account Type	Checking	Bank Or Money App Name	Bank of America
Routing Number	XXXXX0358	Account Number	XXX5235
Electronic Paystubs	Yes	Paper Paychecks	No

The "Payment Method" section is displayed in a dark green header. Below the header, the account details are shown in a light gray box. The details include: Account Type (Checking), Bank Or Money App Name (Bank of America), Routing Number (XXXXX0358), Account Number (XXX5235), Electronic Paystubs (Yes), and Paper Paychecks (No). There are "UnMask" buttons next to the Routing Number and Account Number fields.

## EDITING YOUR PAYMENT METHOD

You can change your payment method at any time.

Click on the 'Forms' tab. On the left side of the screen, click the Self/Independent Provider forms. You should see your Payment Information section and your current payment method. Make your changes, then click the purple **'Save Form' button**.



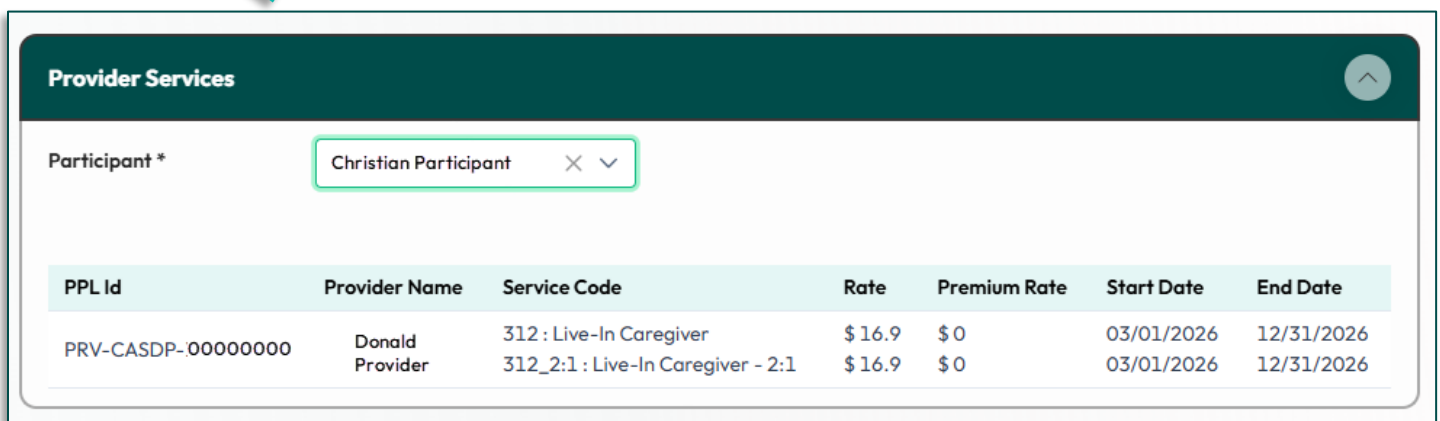
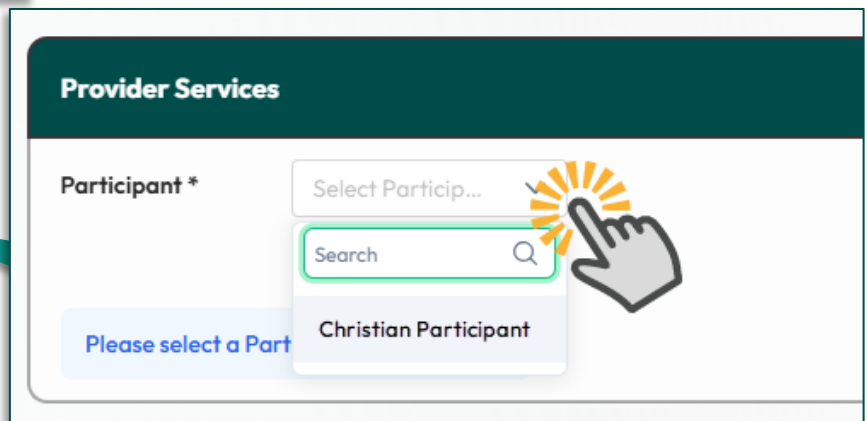
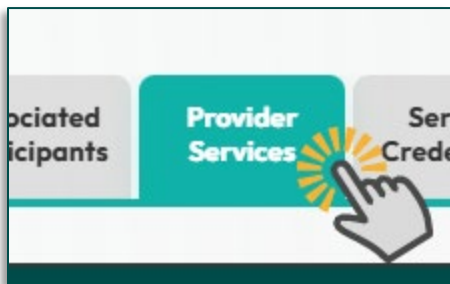
The screenshot displays the 'Provider Enrollment Form' interface. On the left, a navigation menu shows 'Self/Independent Provider' and 'Provider Enrollment Form'. The main content area is titled 'Provider Enrollment Form' and contains a 'Payment Information' section. This section includes a 'Choose One' dropdown with three options: 'Direct Deposit to Bank Account' (selected), 'Deposit to New Debit Card', and 'Payment by Paper Check'. Below this is an 'Account Type' section with three options: 'Checking', 'Savings' (selected and highlighted with a dashed blue box), and 'Money app'. The 'Bank Name' field contains 'Bank of America'. The 'Account Number' and 'Routing Number' fields both contain '00000000'. A 'Paystub' section asks 'Would you like to receive your pay stub in the mail?' with 'Yes' and 'No' options, where 'No' is selected. At the bottom, there is a purple 'Save Form' button. A hand icon with a sunburst effect points to the 'Forms' tab in the top navigation bar, and another hand icon points to the 'Save Form' button. A teal arrow points from the 'Forms' tab to the 'Payment Information' section.

It may take **up to two weeks until you can use your new payment method**. In the meantime, you may receive paper checks.

## LOCATING YOUR SERVICE RATES

To see your rate for each service you provide, first click on the **'Provider Services'** tab. Click on the **Participant drop-down menu** and choose a Participant.

You will see services you are approved to perform for this Participant, including the code, rate (if applicable to the service code), and start and end date.



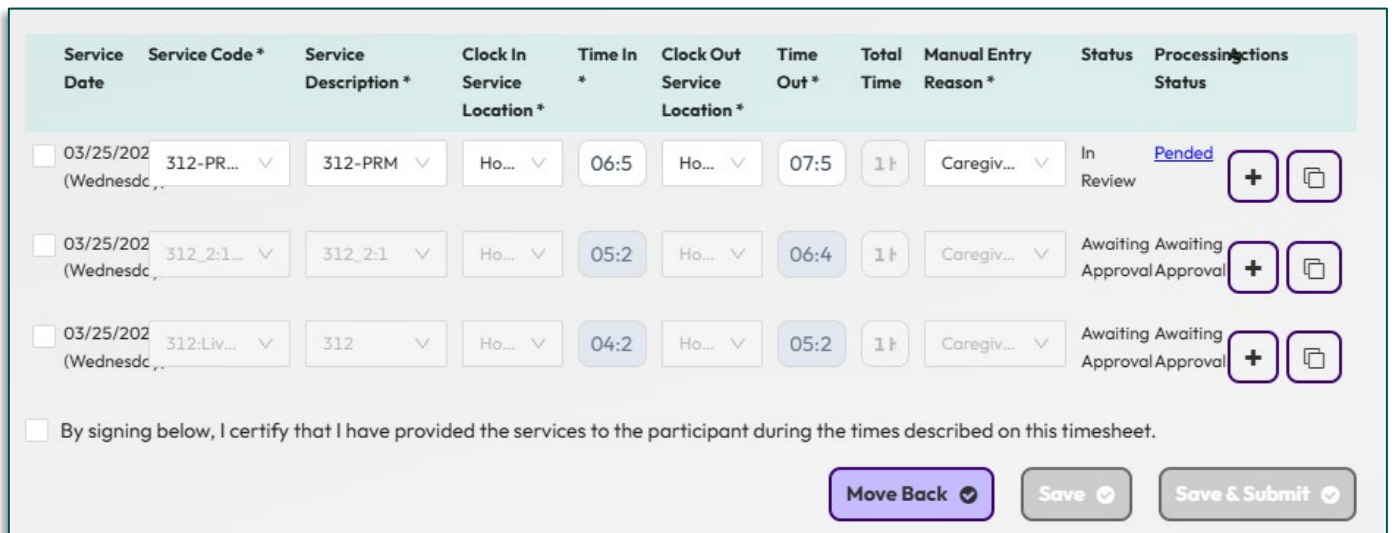
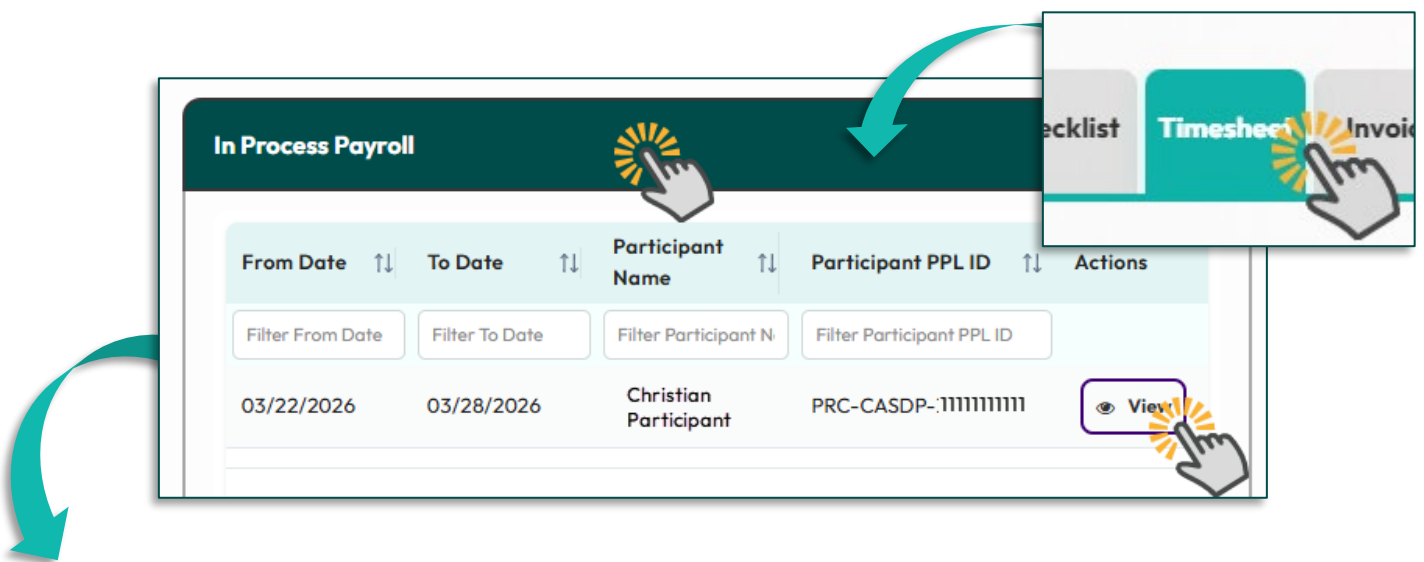
PPL Id	Provider Name	Service Code	Rate	Premium Rate	Start Date	End Date
PRV-CASDP-00000000	Donald Provider	312 : Live-In Caregiver	\$ 16.9	\$ 0	03/01/2026	12/31/2026
		312_2:1 : Live-In Caregiver - 2:1	\$ 16.9	\$ 0	03/01/2026	12/31/2026

## VIEWING YOUR TIMESHEETS

When you submit time through Time4Care, you can see every time entry, details and current status in PPL@Home.

First, click on the **'Timesheet'** tab. You will see two accordion menus:

1. **In Process Timesheets** show timesheets that have been logged but have not yet paid. They may be waiting for approval, ready for payment, or need corrections. You can see the status by clicking the 'View' button.



2. **Processed Timesheets** shows any timesheets that have been paid through your chosen payment method, and any timesheets that have been denied. You can see the paystub for each payment by scrolling to the right of each processed timesheet and clicking on the **blue 'View Paystub' text**.

The screenshot shows the 'Processed Invoice' interface. At the top, there are filters for 'Last 30 days', 'Paid', and 'Participant', along with a search button. Below the filters is a table with columns: Pay Period, Participant Name, Participant PPL ID, Provider Name, and Provider PPL ID. A red box highlights a callout box that appears when hovering over a row, containing the text: 'Check Number', 'Filter Check Number', and '0001039 (View Paystub, Download)'. The table shows one row with the following data: Pay Period: 04/01/2026 - 04/15/2026, Participant Name: Tim Participant, Participant PPL ID: PRC-CASDP-10016311, Provider Name: Don Indeprovider, Provider PPL ID: PRV-CASDP.



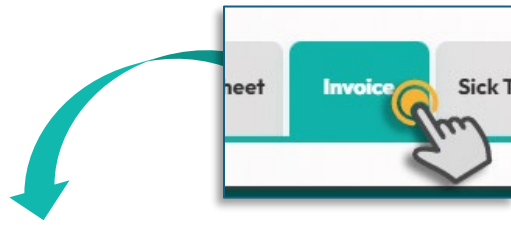
INDEPROVIDER, DON - PRV-CASDP-		March 31, 2026			Check No 0001039		
<b>Labor Earnings For Period:</b> 03/16/2026 - 03/31/2026							
	<u>Units</u>	<u>This Check</u>	<u>YTD Amount</u>	<u>Payments</u>	<u>This Check</u>	<u>YTD Amount</u>	
				Total Earnings			
				Homemaker - Req.	133.60	133.60	
<b>Unpaid Leave</b>							
	Unpaid Leave Accrued	0.00					
	Unpaid Leave Used	0.00					
	Unpaid Leave Balance	0.00					
				<b>Net Pay</b>	133.60	133.60	
				<u>Payment Method</u>		<u>Amount</u>	
				Pay Check		133.60	
<b>Total Labor Earnings</b>							
<b>Time and Invoices Paid</b>							
<u>Consumer</u>	<u>Employer</u>	<u>Last Name</u>	<u>First Name</u>	<u>Start Date</u>	<u>Service</u>	<u>Time / Units</u>	<u>Rate</u>
		Participant	Tim	03/30/2026	Homemaker - Req.	8.00	16.700
							133.60



## VIEWING YOUR INVOICE PAYSTUB

On payday, you can see your invoice paystub in PPL@Home.

First, click on the **'Invoice' tab**. Under the 'Processed Invoices' accordion menu, you will see any invoices that have been paid through your chosen payment method. You can see the paystub for each payment by scrolling to the right of each processed invoice line and clicking on the **blue 'View Paystub' text**.



**Processed Invoice**

Last 90 days | Paid | Participant | Search

Pay Period	Participant Name	Participant PPL ID	Provider Name	Provider PPL ID	Check Number
04/01/2026 - 04/15/2026	Tim Participant	PRC-CASDP-0000000	Don Inprovider	PRV-CASDP-0000000	0001039 (View Paystub, Download)

**INDEPROVIDER, DON - PRV-CASDP-0000000 March 31, 2026** Check No 0001039

Labor Earnings For Period: 03/16/2026 - 03/31/2026				Payments				
Units	This Check	YTD Amount		This Check	YTD Amount			
			Total Earnings					
			Homemaker - Req.	133.60	133.60			
<b>Unpaid Leave</b>								
Unpaid Leave Accrued	0.00							
Unpaid Leave Used	0.00							
Unpaid Leave Balance	0.00							
			<b>Net Pay</b>	133.60	133.60			
			<b>Payment Method</b>		<b>Amount</b>			
			Pay Check		133.60			
<b>Total Labor Earnings</b>								
<b>Time and Invoices Paid</b>								
Consumer	Employer	Last Name	First Name	Start Date	Service	Time / Units	Rate	Amount Paid
0000000		Participant	Tim	03/30/2026	Homemaker - Req.	8.00	16.700	133.60

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



YOUR LIFE  
YOUR CARE  
YOUR PEOPLE