

Sick Time System Quick Guide

SICK TIME REMINDERS

• WHEN DOES SICK LEAVE BEGIN?

Sick leave starts to accrue beginning January 1, 2022.

• WHEN CAN I BEGIN USING SICK LEAVE?

Sick leave can be used once it is accrued.

• WHO IS ELIGIBLE FOR SICK LEAVE?

Attendants who have been cleared for hire will accrue **1 hour** of sick leave for every **30 hours** worked. PPL will calculate sick time accrual based on the required hours being worked.

• HOW IS SICK LEAVE EARNED?

Eligible attendants earn **1 hour** for every **30 hours** worked. PPL will figure out the number of sick leave hours an attendant has earned *as they are accrued*. Sick leave hours will accrue after the attendant has been cleared to work and has worked 30+ hours.

• HOW IS SICK LEAVE CALCULATED?

Eligible attendants earn 1 hour for every 30 hours worked

Example 1

60 work hours = 2 sick leave hours earned

Example 2

Eli is cleared for hire. He works a total of 60 hours. Eli started accruing sick leave when he worked 30 hours. For his first paycheck, he will have 2 hours of sick leave ready to use.

• HOW SOON AFTER USE MUST SICK LEAVE BE SUBMITTED OR APPROVED?

Member/AR Approval: Submitted sick leave must be approved by the Member/AR upon submission (within 30 days of use)

Attendant Submission: Sick Leave must be submitted for approval within 30 days of the date used. Sick leave hours submitted after 30 days will be denied.



HOW DO I SUBMIT SICK LEAVE IN TIME4CARE?

The Attendant will:

- 1. Log into the Time4Care mobile app.
- 2. Select Add Time on a specific date.
- 3. Select your Member.
- 4. The next screen will be the Time4Care service view which will include the **Sick Leave** service.
- 5. Enter your time and submit for the Member/AR to approve.

HOW DO I SUBMIT SICK LEAVE IN BETTERONLINE WEB PORTAL?

The Attendant will:

- 1. Log into BetterOnline Web Portal.
- 2. Click on +ADD ENTRY on the date they wish to submit time.
- 3. The Services will now include **Sick Leave**.
- 4. Submit the time entry for their Member/AR to approve.

M File Upload W2	Porms Member Search	Employee Application	Time Entries	Archived Timesh	eets Contact Us		
Time Entries Payro	41						
ime Entries							
Pay Period Cct 01 - Oct 1	5 >	Me	mber A TESTCONSUMER7	13		~	
	Service		Time I	n Tin	ne Out Alter	rnate Location	
Friday 01	no entries	_					
Friday 01 + ADD ENTRY Saturday 02 + ADD ENTRY	no entries	A	dd Entry			×	(
Friday 01 + ADD ENTRY Saturday 02 + ADD ENTRY	no entries	A	dd Entry	_		×	(
Friday 01 ADD ENTRY Saturday 02 ADD ENTRY Sunday 03 ADD ENTRY Monday 04	no entries no entries no entries	A sc	dd Entry rvice Please select servi Please select servi CDASS Standard CDASS Emergency	ce		×	<

HOW DO I SUBMIT SICK LEAVE VIA TVV/TELEPHONY?

*The Member/AR should first call PPL customer service to register their phone number. Customer Service can be reached at: <u>1-888-752-8250</u>

Attendants will:

- Dial 1-844-885-6908
- Enter last 4 digits of your Social Security Number (SSN) and Date of Birth
- Select Program Member from list
- Follow prompts to start new, modify, or end shift

- The attendant will be able to enter their **sick time** once it is available to them.
- If needed, follow prompts to correct and resubmit entries

Member/Authorized Representatives will:

- Dial 1-844-885-6908
- Verify identity by entering Last 4 digits of SSN and DOB
- Select Attendant from list
- Follow prompts to review and approve or reject any submitted shifts

HOW DO I VIEW MY SICK LEAVE ACCRUAL AND USE?

	Colorado State Consumer Directed All						
W2 Forms	Consumer Search	My Profile	Time Entries	Provider Archived Timesheets	Submit Feedback		
Time Entries	Pavited Sick Lear es ay Period 09 - Sep 22 -		mer Candace Co	www.			
Thursday (0)	Service	Time in	Time (Dut Notes	Status	Action	
Add Entry	no entries						
Friday 10	no entries						
Saturday 11 + Add Entry	no entries						
Sunday 12	no entries						
Monday 13	no entries						
Tuesday 14	no entries						
Tuesday 14	no entries						

Attendant View:

There will be a new **Sick Leave** link the attendant will see after clicking on the Time Entries link in BetterOnline Web Portal.

Colorado : Consumer Di	State recled Altendant Services (CDASS)				Vikicame Petressa Stantesant (Eder	na ID: E012345) Lagnal Change Passao	nt Program Seleck
BPM File Upload W2 Forms	Member Search Employee Applicatio	n Time Entities	Arohived Timesheels	SIGE Leave	Contact Us		
Year January 2022 Sick Leave	- December 2022▼						
Member	Canyover	Accrued	Us	ed	Balance	Available to Use	
Sandy Kasprzak	0.00	10.00	10	00	0.00	0.00	
Otto Mears	48.00	48.00	40	00	56.00	8.00	
Justina Ford	20.00	20.50	0.0	0	40.50	40.50	

After clicking the link, the attendant will see a new screen with sick leave information.

Member/AR View:

There will be a new **Sick Leave** link the Member/AR will see after clicking on the Time Entries link in BetterOnline Web Portal.

	onsumer Dire	cled Allendant Servio	es (CDASS)						
Online FFR M	ly Profile	Online Enroliment	Budget Summary	Time Entries	Archived Timesh	eets Subr	it Feedback		
Time Entries S	ick Leave								
Time Entries									
Date Range									
Date Range Aug 1, 2022 - Sep	at 13, 2022								
Date Range Aug 1, 2022 - Sep Pay Perk	at 13, 2022	Provider	PPL Provider ID	Hours	Ready for Approval	Gross Amoun	Check Amount	Pay Slub	Action
Date Range Aug 1, 2022 - Sep Pay Perc 09/02/2022 - 09/	xt 13, 2022	Provider Wanda Worker	PPL Provider ID E001001	Hours 59h 45m	Ready for Approval 8 entries	Gross Amoun	Check Amount	Pay Stub	Action View Entries
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After clicking the link, the Member/AR will see a new screen with sick leave information.

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Online FFR My F	nofie Online Errol	iment Budget Summ	ary Time Entries	Archived Timesheets	Submit Feed	back	
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Sick Leave Provider Wanda Worker	Eligibility	Carryover 40.00	Accrued 10.00	Used 8.00	Balance 42.00	Available to Use 32.00	ļ
Sick Leave Provider Wanda Worker Patty Provider	Eligibility Eligible Eligible	Carryover 40.00 6.33	Accrued 10.00 0.00	Lised 8.00 0.00	Balance 42.00 6.33	Available to Use 32.00 6.33	1

STURDEVANT, REBECC	A - E012345			October 22	, 2022		Check N	lo. RA00012
abor Earnings for Perio	d: 09/30/2022 - 10/13/2022	Units	This Check	YTD Amoun		Payments	This Check	YTD Amount
Attendant Care		24.00	252.00	5,166.00		Total Earnings	276.25	5213.2
Paid Sick Leave		2.50	26.25	47.25		Federal Income Tax	-17.40	-328.4
						Medicare - Employee	-4.01	-75.5
						Social Security - Employee	-17.13	-323.2
						State Tax	-9.95	-187.6
						Not Pay	227.76	
							-	·
Time and Invoices P	aid							
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Pay Stubs: A new **Sick Leave** section will be on the Attendant's pay stub