BETTERONLINE™ WEB PORTAL
E-TIMESHEETS & TRAVEL INVOICES

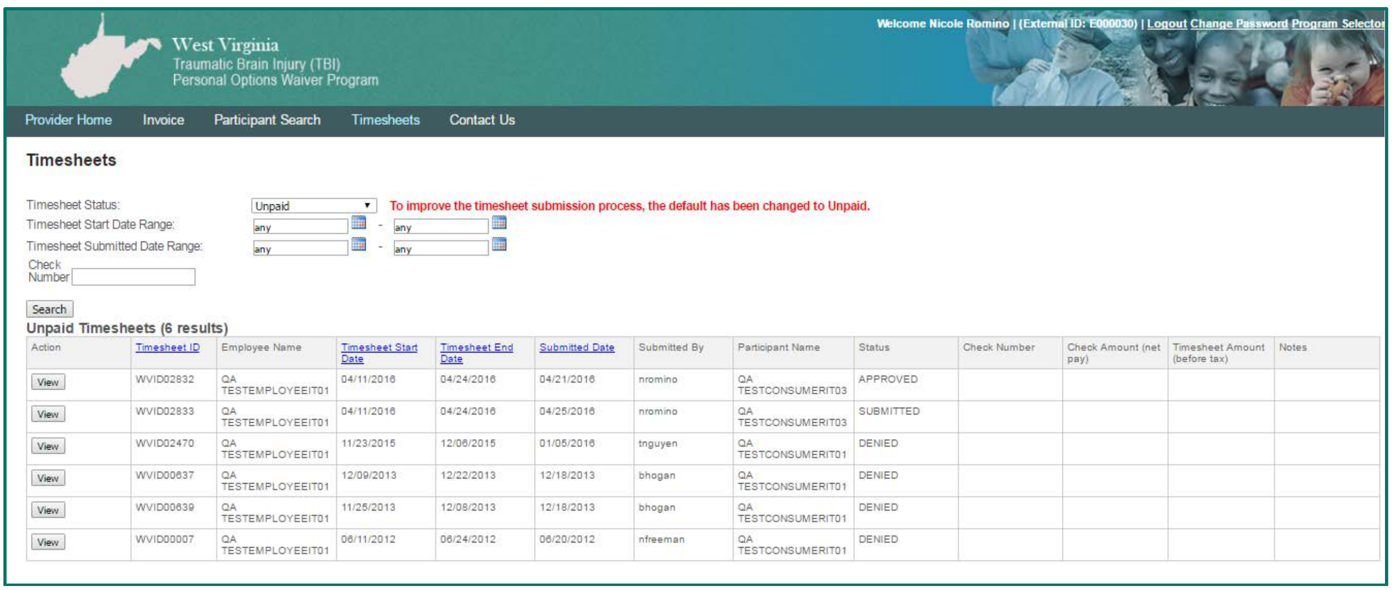
Welcome to the PPL BetterOnline™ Web Portal E-Timesheet & Travel Invoice Overview for Employees.

In the BetterOnline™ Portal, you can create, submit, and view and search timesheets and travel invoices.

Before you can start creating, submitting, and viewing e-timesheets, you must be a registered user. Please follow the BetterOnline™ web portal user registration instructions to become a user. You may also contact your Resource Consultant for assistance. Once you have registered follow the instructions below.

You must first log in to the PPL BetterOnline™ Web Portal using your username and password: **https://fms.publicpartnerships.com/PPLPortal/login.aspx**

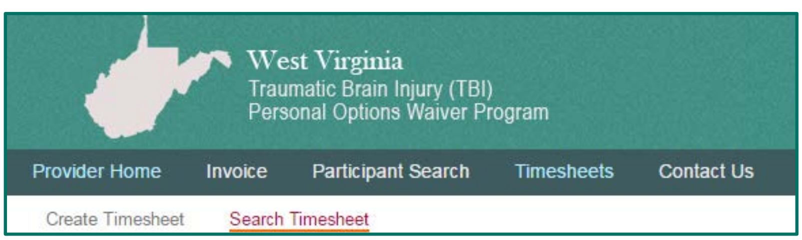
The **Timesheets** page will be the default page when you log into the BetterOnline™ Web Portal. This page will display all the timesheets you have submitted.



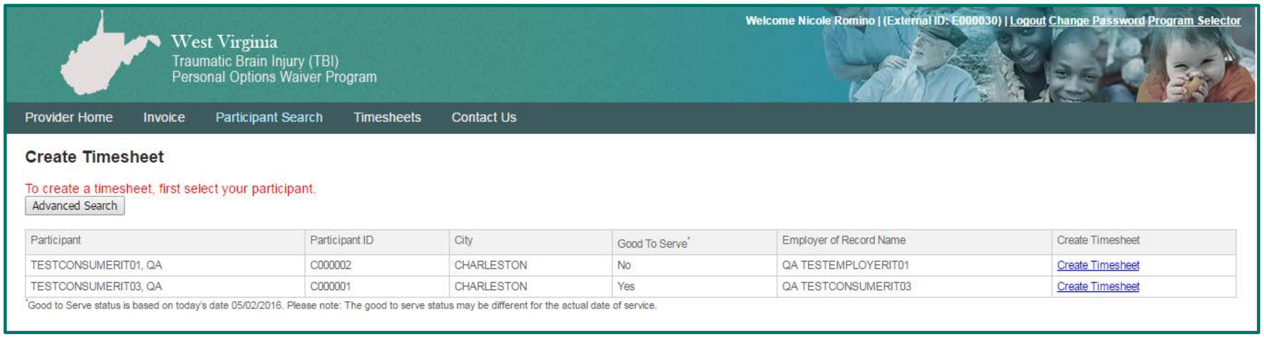
HOW TO SUBMIT TIMESHEETS

1. Click on **Timesheets**

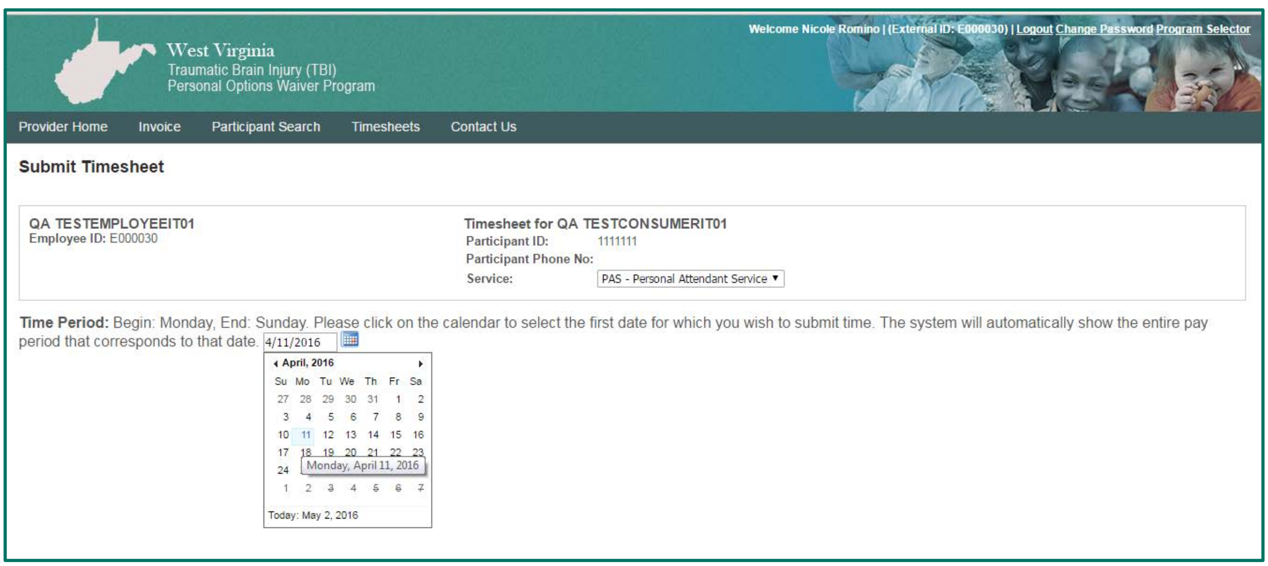
2. Click on **Create Timesheet**



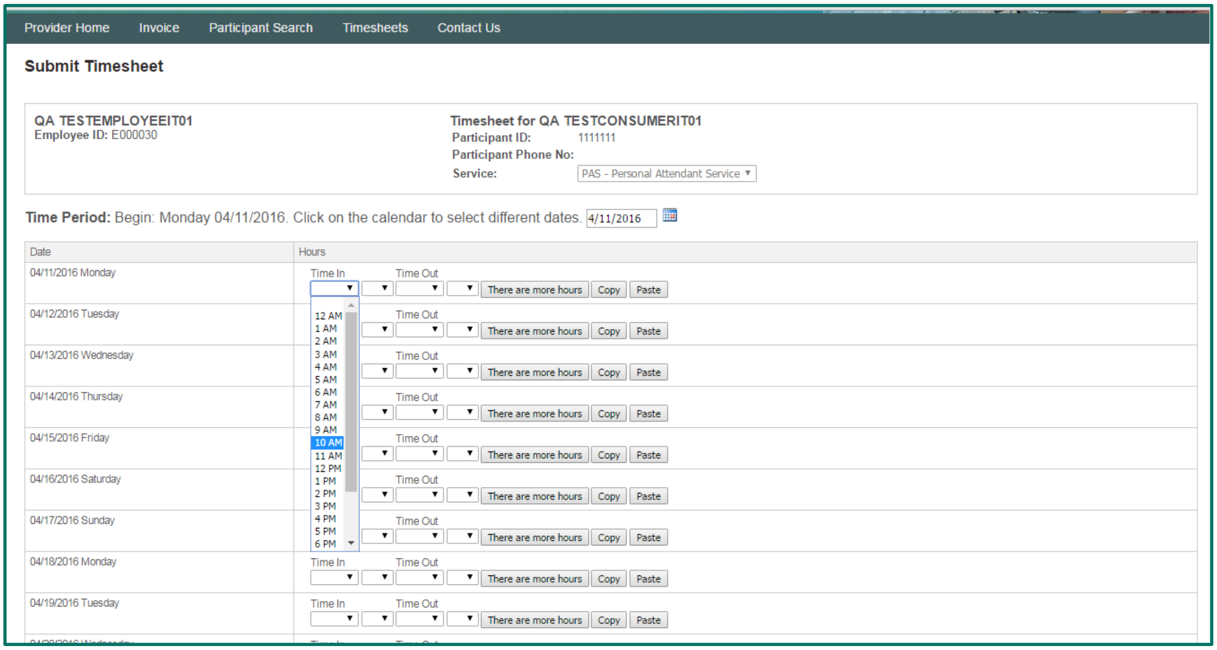
3. Click **Create Timesheet** for the participant you want to submit hours for.
    a. If the participant you work for is not displayed, please contact Customer Service at 1-877-908-1755.

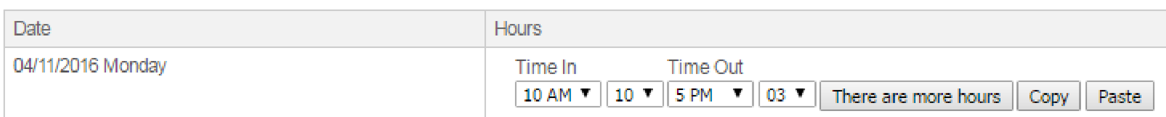


4. Enter the Time Period (click on a date that matches the payroll schedule). All dates for that particular pay period will display.

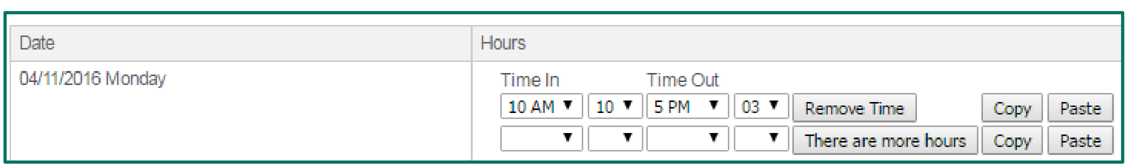


5. You will select the date you worked and enter the **Time In** and **Time Out** by clicking on the drop down menu. Enter the exact Time In and exact Time Out.
    a. If you did not work for a particular day, leave the Time In and Time Out blank



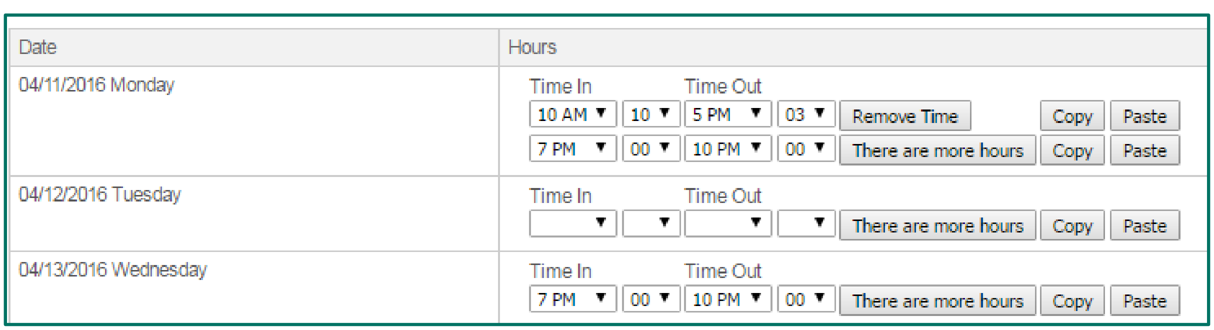


b. If you worked more than one (1) shift for the day, click **There are more hours** and enter the exact Time In and Time Out

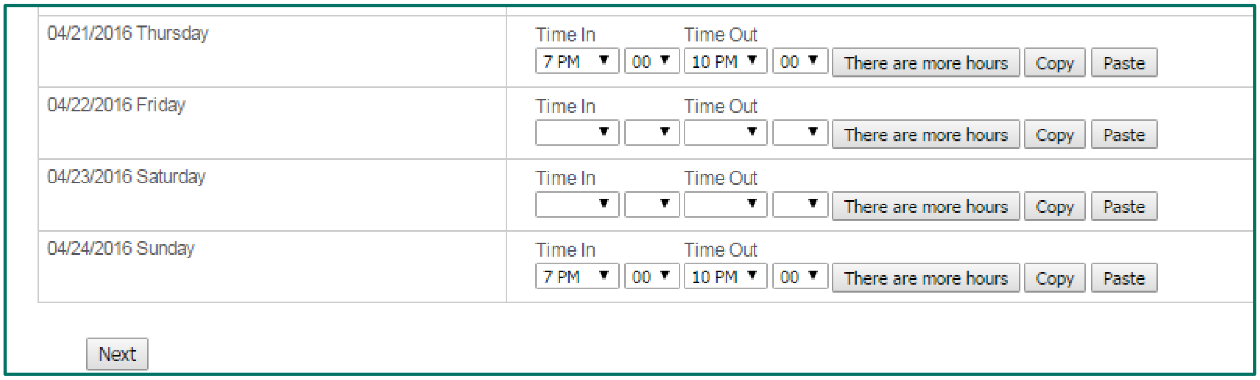


c. If you made an error, click **Remove Time**

d. If you worked the same hours for multiple days, you can click **Copy** and **Paste** the Time In and Time Out for the dates in which you worked



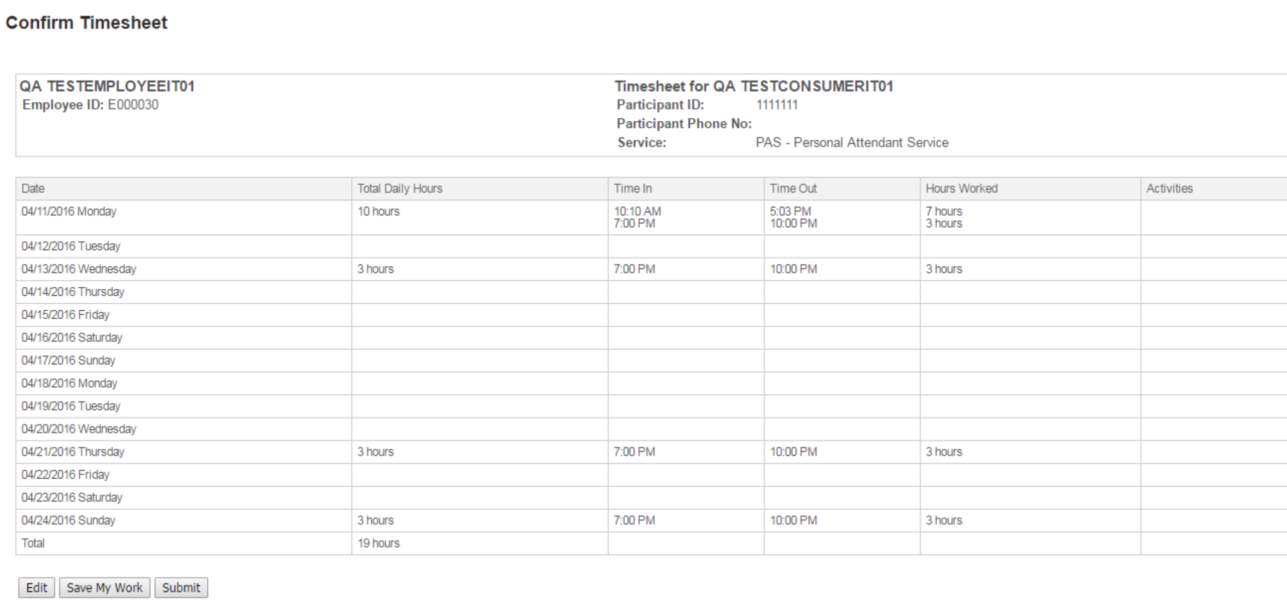
6. After you have entering all your hours for days worked, click **Next**.



04/21/2016 Thursday	Time In 7 PM 00 Time Out 10 PM 00 There are more hours Copy Paste
04/22/2016 Friday	Time In Time Out There are more hours Copy Paste
04/23/2016 Saturday	Time In Time Out There are more hours Copy Paste
04/24/2016 Sunday	Time In 7 PM 00 Time Out 10 PM 00 There are more hours Copy Paste

Next

7. The Confirm Timesheet page will display. Please review all your hours worked to ensure it is complete and accurate before submitting for approval.



Confirm Timesheet

QA TESTEMPLOYEEIT01
Employee ID: E000030

Timesheet for QA TESTCONSUMERIT01
Participant ID: 1111111
Participant Phone No:
Service: PAS - Personal Attendant Service

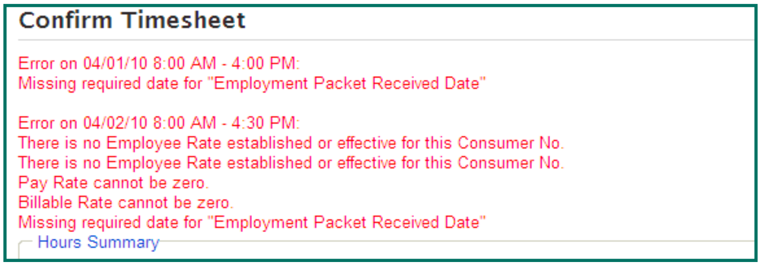
Date	Total Daily Hours	Time In	Time Out	Hours Worked	Activities
04/11/2016 Monday	10 hours	10:10 AM 7:00 PM	5:03 PM 10:00 PM	7 hours 3 hours	
04/12/2016 Tuesday					
04/13/2016 Wednesday	3 hours	7:00 PM	10:00 PM	3 hours	
04/14/2016 Thursday					
04/15/2016 Friday					
04/16/2016 Saturday					
04/17/2016 Sunday					
04/18/2016 Monday					
04/19/2016 Tuesday					
04/20/2016 Wednesday					
04/21/2016 Thursday	3 hours	7:00 PM	10:00 PM	3 hours	
04/22/2016 Friday					
04/23/2016 Saturday					
04/24/2016 Sunday	3 hours	7:00 PM	10:00 PM	3 hours	
Total	19 hours				

Edit Save My Work Submit

   a. If you need to adjust any hours or days worked, click **Edit**
      i. You will be taken back to the Submit Timesheet page

   b. If you are not ready to submit your timesheet, click **Save My Work**
      i. You will be able to make changes to the saved timesheet
      ii. Save My Work is very helpful if you are entering your Time In and Time Out each day you work – **PPL recommends entering your Time In and Time Out every day**
         1. To enter hours every day, you must follow steps 4 through 7

8. After you have reviewed your hours and made any changes necessary, click **Submit**
   a. If your timesheet is pending, error messages will display at the top of the screen
      i. If you have questions or concerns, please contact Customer Service at 1-877-908-1755.

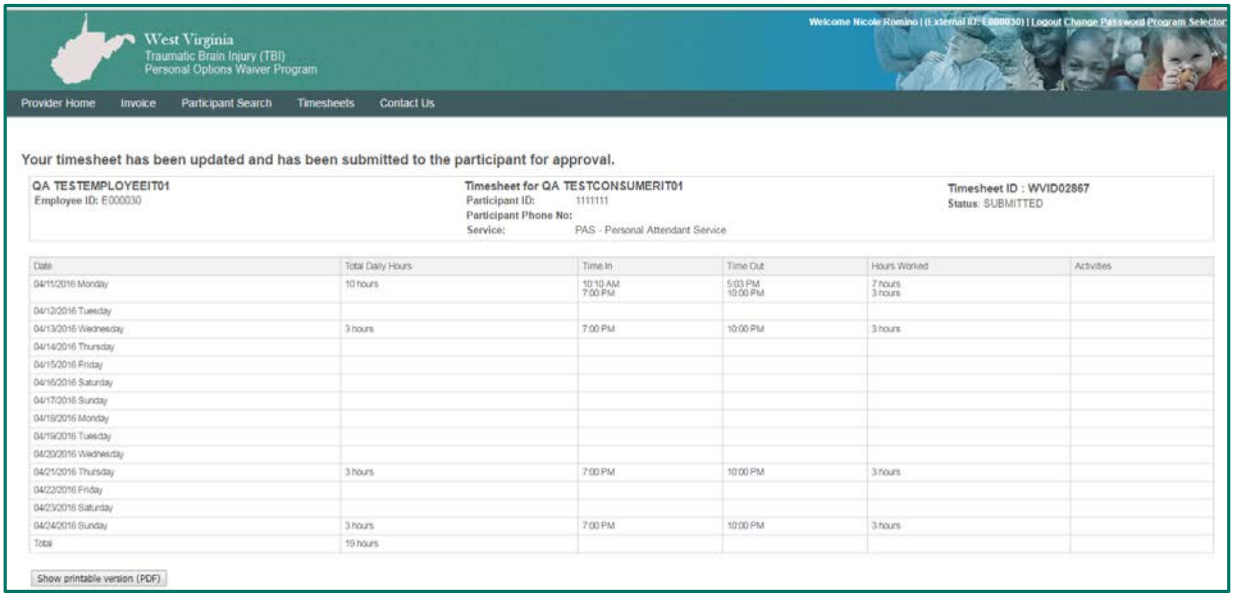


Confirm Timesheet

Error on 04/01/10 8:00 AM - 4:00 PM:
Missing required date for "Employment Packet Received Date"

Error on 04/02/10 8:00 AM - 4:30 PM:
There is no Employee Rate established or effective for this Consumer No.
There is no Employee Rate established or effective for this Consumer No.
Pay Rate cannot be zero.
Billable Rate cannot be zero.
Missing required date for "Employment Packet Received Date"
Hours Summary

b. If there are no errors, your will receive the message below. Your timesheet was successfully submitted and will be paid in accordance with the payroll schedule.



West Virginia
Traumatic Brain Injury (TBI)
Personal Options Waiver Program

Welcome Nicole Romino | (External ID: E000030) | Logout Change Password Program Selector

Provider Home | Invoice | Participant Search | Timesheets | Contact Us

Your timesheet has been updated and has been submitted to the participant for approval.

QA TESTEMPLOYEEIT01
Employee ID: E000030

Timesheet for QA TESTCONSUMERIT01
Participant ID: 1111111
Participant Phone No:
Service: PAS - Personal Attendant Service

Timesheet ID : WVID02867
Status: SUBMITTED

Date	Total Daily Hours	Time In	Time Out	Hours Worked	Activities
04/11/2016 Monday	10 hours	10:10 AM 7:00 PM	5:03 PM 10:00 PM	7 hours 3 hours	
04/12/2016 Tuesday					
04/13/2016 Wednesday	3 hours	7:00 PM	10:00 PM	3 hours	
04/14/2016 Thursday					
04/15/2016 Friday					
04/16/2016 Saturday					
04/17/2016 Sunday					
04/18/2016 Monday					
04/19/2016 Tuesday					
04/20/2016 Wednesday					
04/21/2016 Thursday	3 hours	7:00 PM	10:00 PM	3 hours	
04/22/2016 Friday					
04/23/2016 Saturday					
04/24/2016 Sunday	3 hours	7:00 PM	10:00 PM	3 hours	
Total	19 hours				

Show printable version (PDF)

HOW TO VIEW & SEARCH TIMESHEETS:

You can use the BetterOnline™ Web Portal to monitor and view your timesheets.

1. Select and/or enter any of the following information

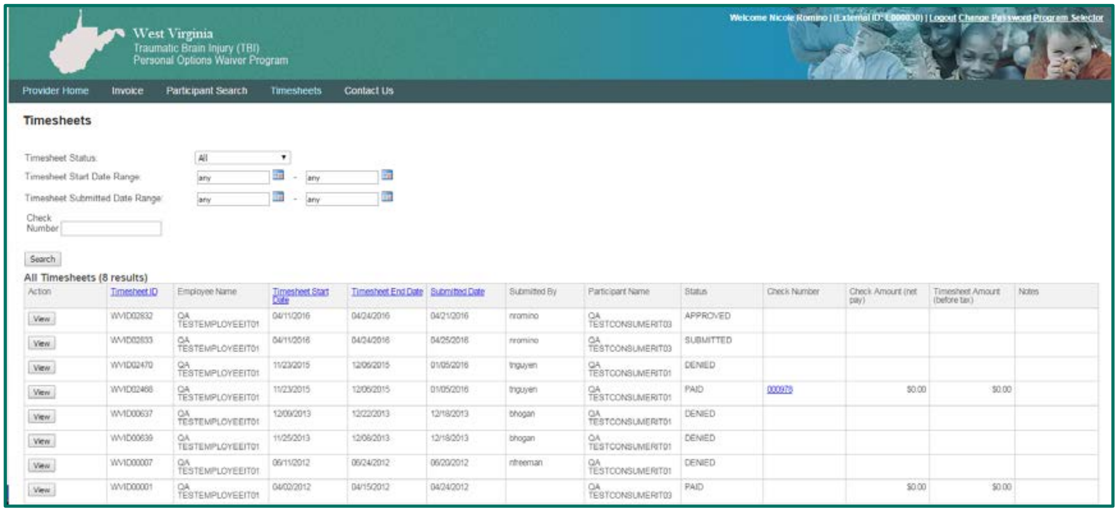
    a. **Timesheet Status:** On the Timesheet List page, you can view all timesheets submitted by your employees by filtering your search results by:
        i. **All:** All timesheets that you have submitted; this will include paid, unpaid, saved, submitted, approved, rejected, in process, good to pay, and pending timesheets
        ii. **Paid:** Timesheets that have been paid
        iii. **Unpaid:** Timesheets that have not been paid
        iv. **Saved:** Timesheets that you have started and saved; these timesheets have not been submitted for approval
        v. **Submitted:** Timesheets you have submitted for hours worked
        vi. Exceptions, Exception Requested, Exception Denied: Not applicable
        vii. **Approved:** Timesheets your employer has approved
        viii. **Rejected:** Timesheets your employer has rejected; you will receive an email indicating why the timesheet was rejected. You may make any adjustments to the timesheet and resubmit for approval.
        ix. **In Process:** Timesheets that have been approved by your employer and are being processed by PPL for payment
        x. **Good to Pay:** Timesheets that are good to pay – these timesheets will pay in accordance with the payroll schedule
        xi. **Pending:** Timesheets that are in a pending status – these timesheets may be pending for a variety of reasons (please work with your Resource Consultant to see if any of the hours can clear)
        xii. **Denied:** Timesheets that will not be paid (denied reasons - not enough funds in the budget, employee's training expired, etc.)

    b. **Timesheet Start Date Range:** You may want to use this search feature if you want to view all your timesheet(s) for a particular pay period.

    c. **Timesheet Submitted Date Range:** You may want to use this search feature if you want to see all timesheets you submitted during a certain time period.

    d. **Check Number:** You may want to use this search feature if you want to view a particular pay stub or timesheet.

2. After you have entered all your search criteria, click **Search**. You will now see all the timesheets within your search parameters.



Timesheets

Timesheet Status: All
Timesheet Start Date Range: any - any
Timesheet Submitted Date Range: any - any
Check Number

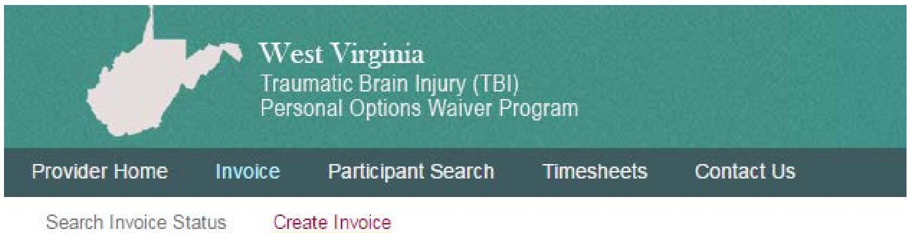
Search

All Timesheets (8 results)

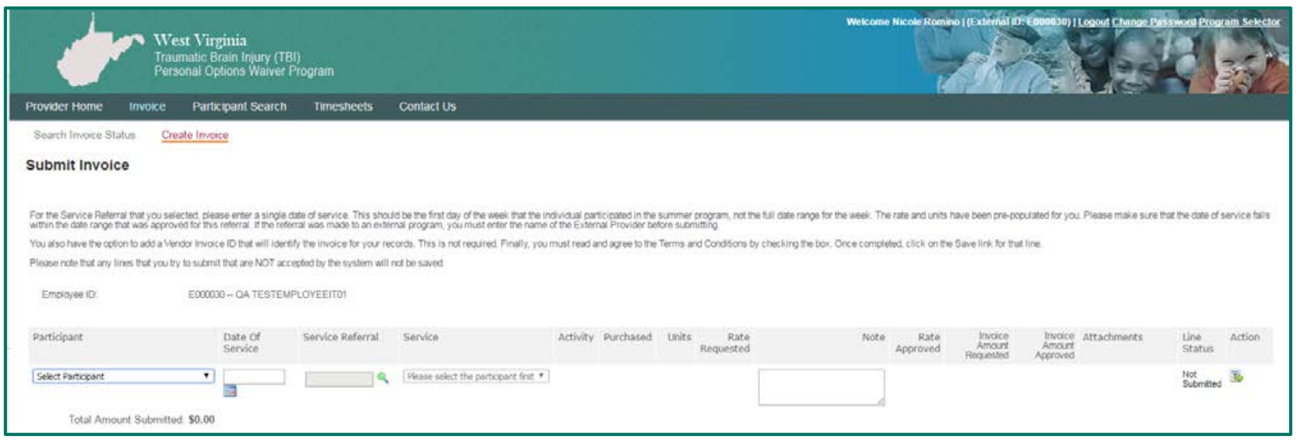
Action	Timesheet ID	Employee Name	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Participant Name	Status	Check Number	Check Amount (net pay)	Timesheet Amount (before tax)	Notes
View	WVID02832	QA TESTEMPLOYEEIT01	04/11/2016	04/24/2016	04/21/2016	nromino	QA TESTCONSUMERIT03	APPROVED				
View	WVID02833	QA TESTEMPLOYEEIT01	04/11/2016	04/24/2016	04/25/2016	nromino	QA TESTCONSUMERIT03	SUBMITTED				
View	WVID02470	QA TESTEMPLOYEEIT01	11/23/2015	12/06/2015	01/05/2016	tnguyen	QA TESTCONSUMERIT01	DENIED				
View	WVID02468	QA TESTEMPLOYEEIT01	11/23/2015	12/06/2015	01/05/2016	tnguyen	QA TESTCONSUMERIT01	PAID	000978	$0.00	$0.00	
View	WVID00637	QA TESTEMPLOYEEIT01	12/09/2013	12/22/2013	12/18/2013	bhogan	QA TESTCONSUMERIT01	DENIED				
View	WVID00639	QA TESTEMPLOYEEIT01	11/25/2013	12/08/2013	12/18/2013	bhogan	QA TESTCONSUMERIT01	DENIED				
View	WVID00007	QA TESTEMPLOYEEIT01	06/11/2012	06/24/2012	06/20/2012	nfreeman	QA TESTCONSUMERIT01	DENIED				
View	WVID00001	QA TESTEMPLOYEEIT01	04/02/2012	04/15/2012	04/24/2012		QA TESTCONSUMERIT03	PAID		$0.00	$0.00	

HOW TO SUBMIT TRAVEL INVOICES

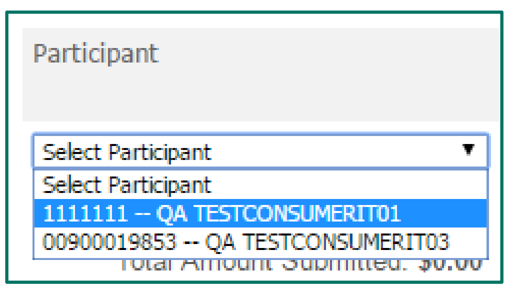
1. Click on **Invoice**



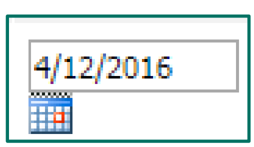
2. Click **Create Invoice**



3. Select the **Participant** you are submitting mileage for by clicking on the dropdown menu

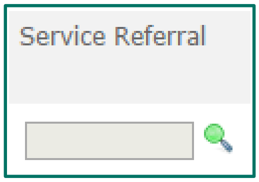


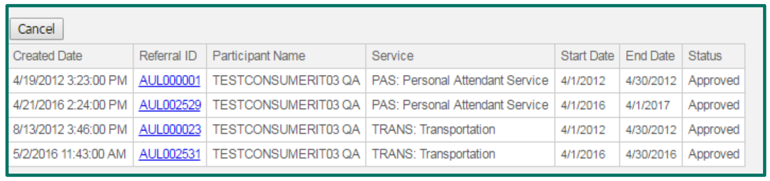
4. Enter the **Date of Service** by clicking on the calendar and selecting the date you provided transportation services



5. Click on the **Service Referral** magnifying glass. A pop-up screen will appear with all the services the participant is eligible for; choose the transportation service that corresponds with the month in which

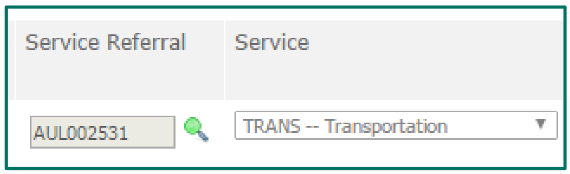
you are providing the transportation (**TRANS: Transportation**)



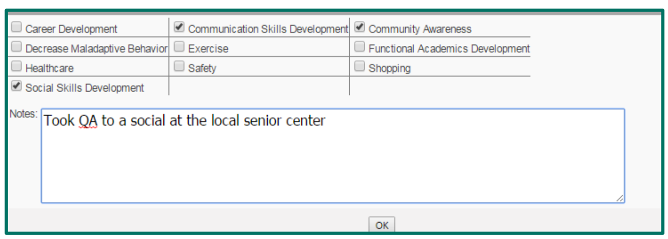


Created Date	Referral ID	Participant Name	Service	Start Date	End Date	Status
4/19/2012 3:23:00 PM	AUL000001	TESTCONSUMERIT03 QA	PAS: Personal Attendant Service	4/1/2012	4/30/2012	Approved
4/21/2016 2:24:00 PM	AUL002529	TESTCONSUMERIT03 QA	PAS: Personal Attendant Service	4/1/2016	4/1/2017	Approved
8/13/2012 3:46:00 PM	AUL000023	TESTCONSUMERIT03 QA	TRANS: Transportation	4/1/2012	4/30/2012	Approved
5/2/2016 11:43:00 AM	AUL002531	TESTCONSUMERIT03 QA	TRANS: Transportation	4/1/2016	4/30/2016	Approved

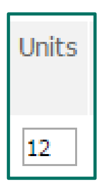
a. The service will automatically populate in the **Service** box



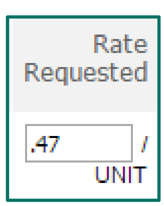
6. Click on **Activity**. A pop-up screen will appear with activities.
    a. You may choose as many **Activities** needed to describe the purpose of the travel
    b. In the **Notes** section, you may type details regarding the actives
    c. Click **OK**



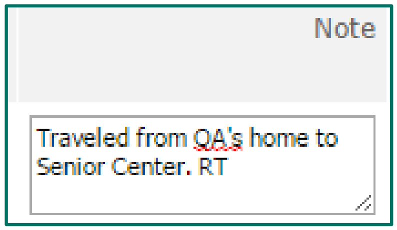
7. Enter the total number of miles in the Units box. You must round up or round down to the nearest whole mile.
    a. Round down for less than half mile
    b. Round up for a half mile or more



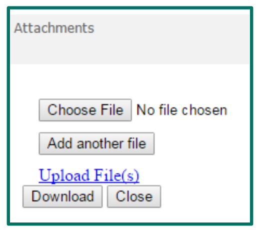
8. Enter the **Rate Requested**. The rate requested is the pay rate in which participant has agreed to pay for mileage. This can be found on the spending plan. You will not be paid more or less than what was agreed upon.



9. In the **Note** section you **<u>MUST</u>** enter the starting point and destination for the activity. You can designate a round trip by using the abbreviation "RT".



10. **Attachments** - you may attach your travel invoice in order to submit your travel expenses.



11. After you have completed entering your travel for the day, under **Action**, click the **Submit Icon**.

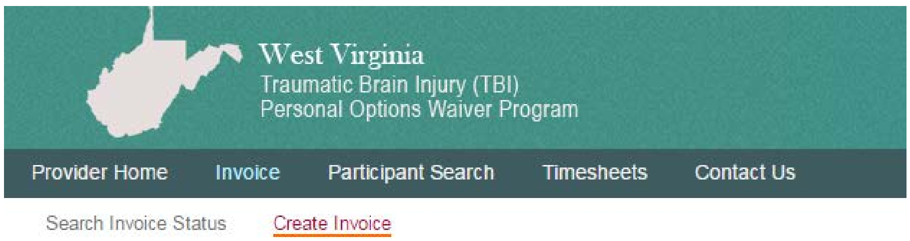
12. After you have submitted the line, you may enter more mileage. Under **Action**, click the **Add New Line Icon** and follow steps 1-11.
    a. If there are errors, an error message will display after you click Submit. If you have any questions or concerns, please contact Customer Service at 1-877-908-17755.

13. If you made an error, you can click the **X Icon** to remove the line.

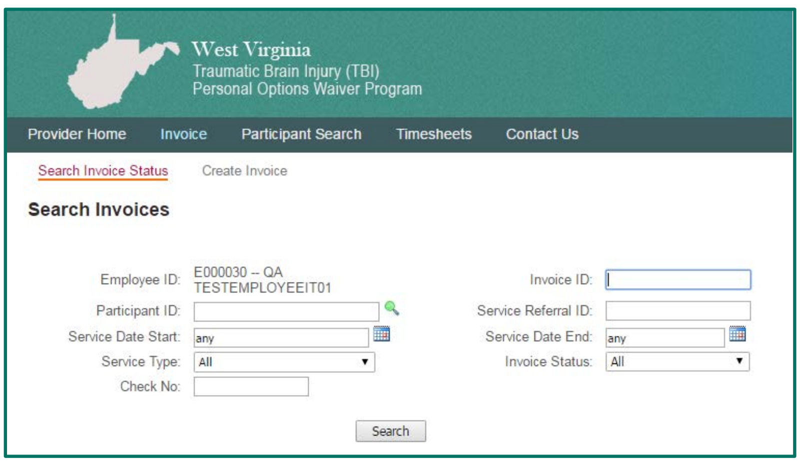
HOW TO SEARCH TRAVEL INVOICES

You can use the BetterOnline™ Web Portal to monitor and view your invoices.

1. Click on **Invoice**



2. Click **Search Invoice Status**



3. To view all invoices you created, click Search
   a. You can filter the search criteria with the below. After you have entered all criteria, click Search
      i. **Participant ID:** This number was assigned to the Participant when they were enrolled in the Program
      ii. **Service Date Start:** The first date the transportation service was provided (normally coincides with the pay period start date)
      iii. **Service Type:** The default is all
      iv. **Check No.:** The Check Number for the transportation service(s) you were paid (this check number may also have Personal Attendant Services – hours worked)
      v. **Invoice ID:** The ID that was pre-generated when you created your invoice
      vi. **Service Referral ID:** This is the Service Referral ID that you selected when you created your invoice
      vii. **Service Date End:** The last date the transportation service was provided (normally coincides with the pay period end date)
      viii. **Invoice Status:** The status of the invoice

1. **All:** All invoices
2. **Submitted:** Invoices that you have submitted but are not yet approved
3. **Approved:** Invoices that have been submitted and approved by your employer
4. **Rejected:** Invoices that have been submitted but rejected by your employer
5. **In Process:** Invoices that have been approved and are being processed by PPL for payment
6. **Pending:** Invoices that are in a pending status – these invoices may be pending for a variety of reasons (please work with your Resource Consultant to see if any of the hours can clear)
7. **Paid:** Invoices that have been paid
8. **Denied:** Invoices that will not be paid due to a variety of reasons (denied reasons - not enough funds in the budget, employee's training expired, etc.)
9. **Good To Pay:** Invoices that are good to pay and will pay out in accordance with the payroll schedule