

Glossary of Terms

Term	Definition
Participant	This is the individual receiving services.
Common Law Employer (CLE)	This is the Employer on Record. This individual receives an Employer Identification Number through the IRS and is considered the LEGAL Employer. This individual is responsible for managing DCWs and approving or rejecting timesheets.
Designated Representative (DR)	This is an individual designated in the CLE packet who may call into Customer Service and obtain information on behalf of the Participant or CLE. This individual may also approve timesheets on behalf of the Participant if necessary.
Emergency Contact	This is an whom PPL may contact in case of an emergency if the CLE, Participant or DR is unavailable.
Direct Care Worker	This is an individual who provides hourly services to the participant.
Vendor	This is an individual or organization which provides Goods & Services (only applicable to Participants enrolled in "Services My Way")
PPL Web Portal	This is a website where a participant can review their authorizations and approve/reject timesheets electronic timesheets and where a DCW can submit electronic timesheets.
Authorization(s)	When PPL refers to "authorizations" this means specific services, time period and number of units (or dollars) that you have been approved to receive.
Good to Go	This is related to the enrollment status of a Participant. It means that PPL has received and processed all of the Participant's employer paperwork and it is complete and correct.
Good to Serve	This is related to the enrollment status of a DCW or Vendor; it means that PPL has received and processed all of the DCW/Vendor's enrollment paperwork and it is complete and correct.
Pay Schedule	You will be paid for bi-weekly timesheets. This document outlines what days a pay period covers, when timesheets should be submitted and what date you should expect a timesheet to be paid.

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Pay Period Start Date	Pay Periods are bi-weekly; the pay period start date is the first date in that pay period. Be sure not to cross pay period dates on the same timesheet.
Pay Period End Date	Pay Periods are bi-weekly; the pay period start date is the last date in that pay period. Be sure not to cross pay period dates on the same timesheet.
Timesheet Received Date	This is the date and time by which PPL must receive your pay period in order to pay it by the check issue/deposit date.
Check or Direct Deposit Issued Date	This is the date that PPL will cut your paycheck and either mail it or upload it to your bank for direct deposit.
Good to Pay	This is a timesheet status which means that the timesheet has been approved and will be paid on the next scheduled check run date.
Pending	This is a timesheet status which means that there is something wrong with your timesheet that is preventing it from being paid.
Denied	This is a timesheet status which means that PPL is unable to pay the timesheet as it was submitted. You may need to resubmit a corrected timesheet in order to be paid.