



Nevada Autism Treatment Assistance Program

PPL Nevada Web Portal Instructional Manual *for* **The Interventionist**



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This manual will be continually updated as necessary.

The Provider's Guide to the PPL Nevada Web Portal

Online Registration

Welcome to the PPL Nevada Web Portal system!

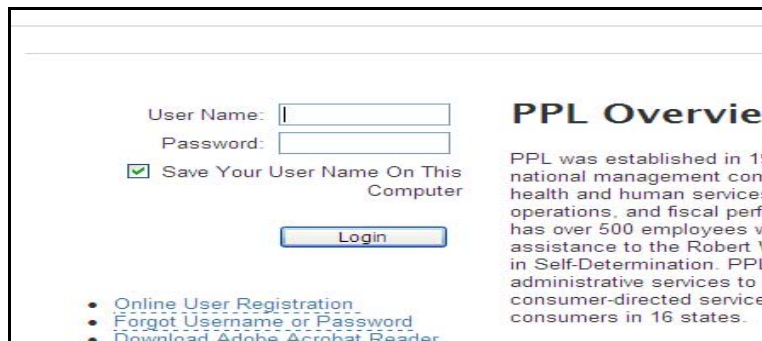
How do I register online? This document will outline for you how to set up your Username and Password so that you can begin using the PPL Nevada Web Portal. Once you are registered you will be able to use the PPL Nevada Web Portal for

- ✚ Creating Timesheets
- ✚ Reviewing your Timesheet Payment Status

1. The first thing you should do is type in the web address provided below into your browser: (we recommend saving this as a *favorite*, so that you don't have to keep typing it in).

<https://fms.publicpartnerships.com/PPLPortal/login.aspx?NVADSD>

2. A log in screen will appear. You will use this screen to log into the Web Portal after you have registered.



User Name:

Password:

Save Your User Name On This Computer

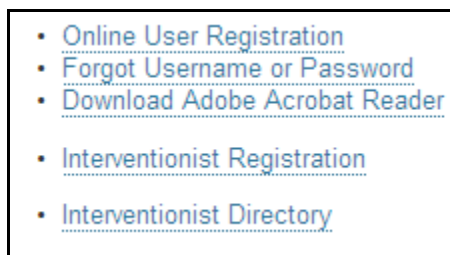
Login

- [Online User Registration](#)
- [Forgot Username or Password](#)
- [Download Adobe Acrobat Reader](#)

PPL Overview

PPL was established in 19... national management cons... health and human services operations, and fiscal perfor... has over 500 employees w... assistance to the Robert V... in Self-Determination. PPL administrative services to p... consumer-directed service consumers in 16 states.

3. Select the **Online User Registration** hyper link below the login button on the Login Screen.

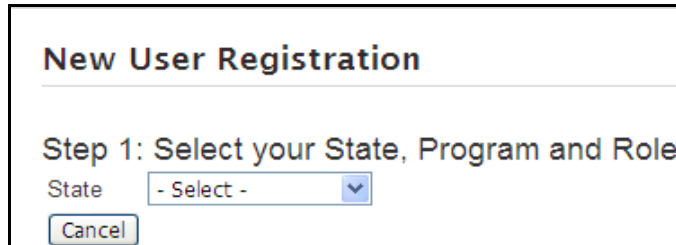
- 
- [Online User Registration](#)
 - [Forgot Username or Password](#)
 - [Download Adobe Acrobat Reader](#)
 - [Interventionist Registration](#)
 - [Interventionist Directory](#)

The Provider's Guide to the PPL Nevada Web Portal

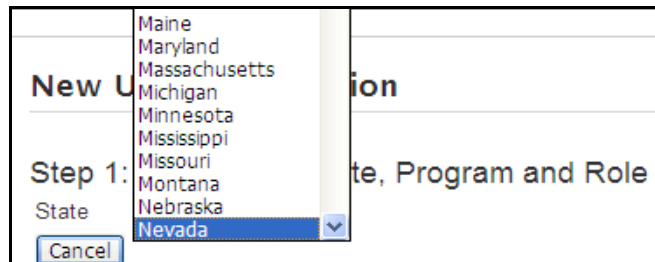
Online Registration

✚ Note: For the time being please ignore the “Interventionist Registration & Interventionist Directory” links these do not work. Please only use “Online User Registration” to register.

- This will bring you to the **New User** Registration screen. It will ask you to choose your state.

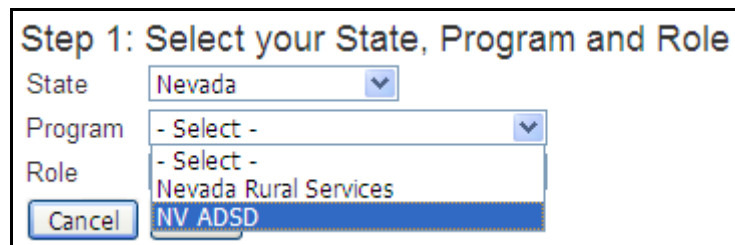


- You should select **NEVADA** from the drop down list.



- After you select your state two new data fields will appear: **Program** and **Role**

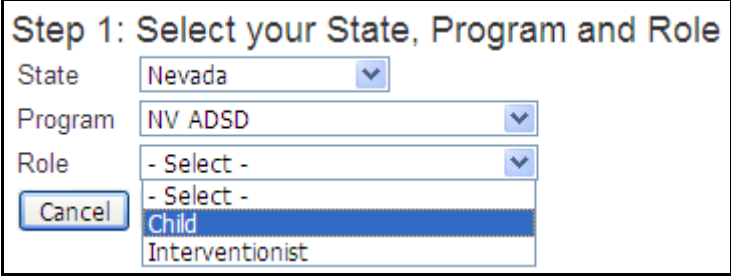
✚ Select your Program – **Nevada ADSD**



✚ Select your Role – (if you choose the incorrect role the system will not be able to verify your information.)

The Provider's Guide to the PPL Nevada Web Portal Online Registration

- ✚ If you are an Employee or an Independent Contractor select the “**Interventionist**” role.



Step 1: Select your State, Program and Role

State: Nevada

Program: NV ADSD

Role: - Select -

Cancel

- Select -

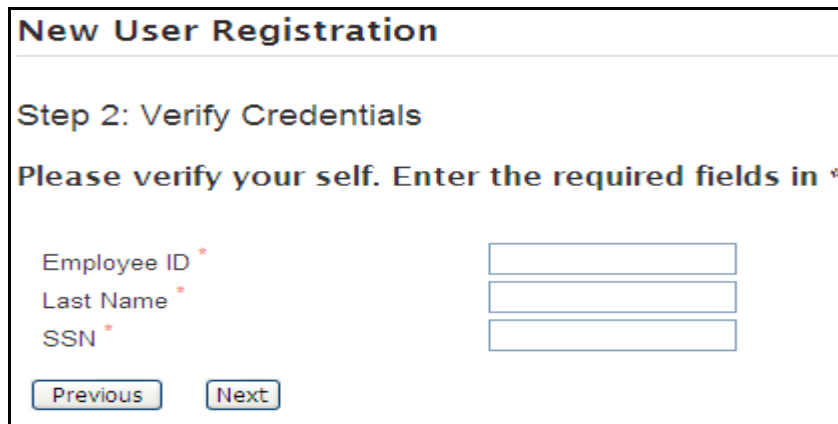
Child

Interventionist

7. After you have selected your role hit the **NEXT** button to continue on to registration.
 - ✚ By choosing the correct role the system now knows which information to look up for your account.
 - ✚ If you do not choose the correct role the system will be unable to find your account in order for you to complete your registration.
8. You will be brought to the **STEP 2. Verify Credentials** screen. You are now required to verify who you are by completing the three data fields below :
 - ✚ **Employee ID:** This number is the automatically generated ID number issued by PPL. If you were never informed of your ID # please contact customer service.
 - ✚ **Date of Birth:** This is your birth date, which we have on file in the system already. Please use the format below.
 - ✚ **Ex.** Correct = 12/19/1988
 - ✚ **Ex.** Wrong = 12/19/88
 - ✚ **Last Name:** This is your last name

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Online Registration



New User Registration

Step 2: Verify Credentials

Please verify your self. Enter the required fields in *

Employee ID *

Last Name *

SSN *

✚ Please note if the system is unable to verify your information there are potentially two issues:

1. The Interventionist's information was inaccurately entered at the time of enrollment. In order to resolve this:

✚ You should call Customer service and provide your Employee ID so that PPL can correct the demographic information.

2. You are a new Interventionist and have not been entered into the web portal yet. To resolve this:

✚ Please contact PPL Nevada Customer Service and check to make sure that they have received your enrollment packet and have put your demographic information into the Web Portal.

9. You will now be brought to **Step 3: User Information** page. This is the page in which you will actually register yourself as a user in the system. You will be asked for the following information:

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Online Registration

New User Registration

Step3: User Information

First Name: Last Name:

User Name: Email Address: *Optional

Password: Confirm Password:

Notes:

Security Questions:


- Select -

- Select -

- Select -

- ✚ **Username**- PPL Nevada suggests that you use the first letter of your first name and your last name.
 - ✚ Ex. Mary Poppins = MPoppins
 - ✚ If your username has already been used in the system you will need to select something different.
- ✚ **Password**- Your password must be at least **6** characters long and contain *at least 1 numerical character, 1 capitalized character and 1 lower case character*. Please be aware that your password will be case sensitive.
- ✚ **Confirm Password**- Here, you need to retype the password you created.
- ✚ **Email Address**- Your email address is an optional field. PPL will use this to send information pertaining to your timesheets to your email account. **Please note: If you provide an email address you will receive an email confirmation of your username and password.**
- ✚ **Security Questions**- You should choose three questions from the drop down menu. Put the answers to these questions in the data field next to it.

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 If you ever needed to change your username or password these questions provide a layer of security to protect your privacy. So that only YOU can change your user registration information.

10. If you are happy with all of your information hit the **SUBMIT** button

CONGRATULATIONS! You are now registered to use the PPL Web Portal.

You may now return back to the Log in Screen and enter your Username and Password

<https://fms.publicpartnerships.com/PPLPortal/login.aspx?NVADSD>

The Interventionist's Guide to the PPL Web-Portal

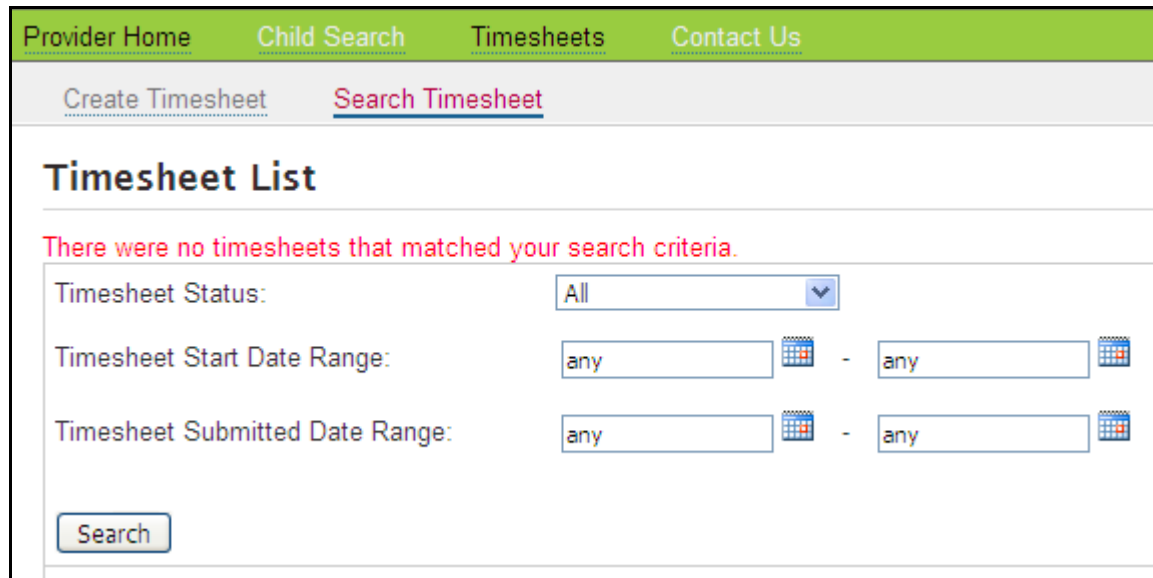
How to Create and Submit a Timesheet

Provider: *How to Create and Submit a timesheet*

1. Log in to the PPL Web Portal using your pre assigned username and password

<https://fms.publicpartnerships.com/PPLPortal/login.aspx?NVADSD>

2. You will default on the “Timesheets” page.




3. Here, you will see two options in the gray header bar.

 Create Timesheet

 Search Timesheet

4. Select the option for “**Create Timesheet**” by clicking on the words. You will see the “Child Search” page below:



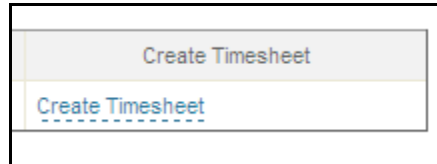
Child	City	Employer of Record Name	Phone	Create Timesheet
RAMBHA, RAMBHA	ELKO		410-562-5677	Create Timesheet
TESTCONSUMER, ELIZABETH	RENO		4105621305	Create Timesheet

5. The child search page will show all of the children you work for.

The Interventionist's Guide to the PPL Web-Portal

How to Create and Submit a Timesheet

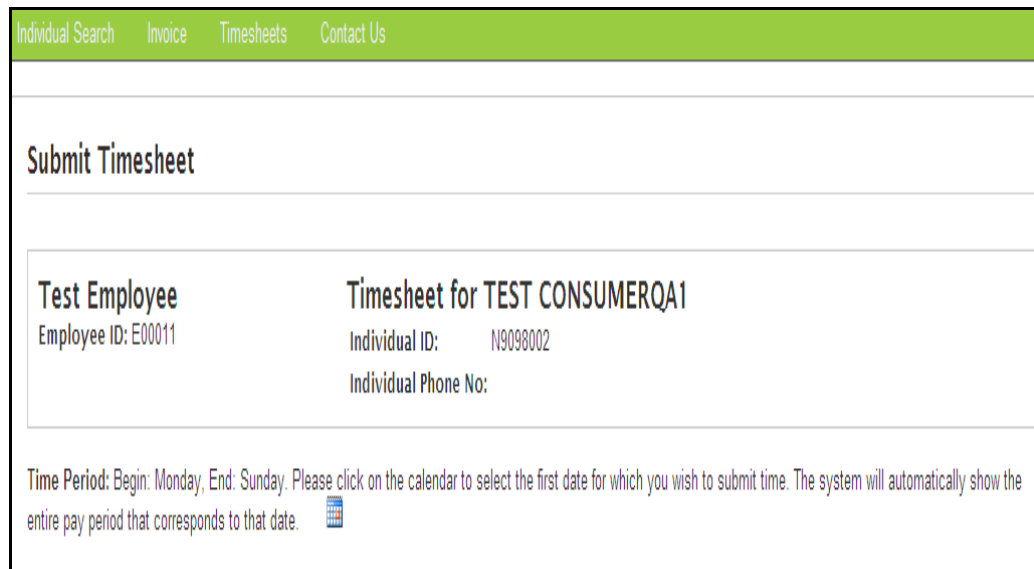
- ✚ In the example above you work for “Test ConsumerQA1” if you would like to submit a timesheet for Mr. ConsumerQA1 select the blue hyperlink to the right of the page.



- ✚ If you are trying to submit a timesheet for a different Child and they do not appear here, you may not be associated with that Child in the system. You should call Customer Service to determine what the next step is.

6. After selecting the blue hyper link you will see the “Submit Timesheet” page below:

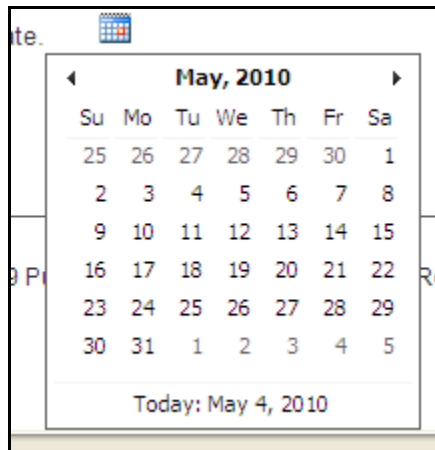
- ✚ This is the beginning of the timesheet creation process.

A screenshot of the "Submit Timesheet" page in the PPL Web-Portal. The page has a green navigation bar at the top with links for "Individual Search", "Invoice", "Timesheets", and "Contact Us". The main content area is titled "Submit Timesheet" and displays the following information:
Test Employee
Employee ID: E00011
Timesheet for TEST CONSUMERQA1
Individual ID: N9098002
Individual Phone No:
At the bottom, there is a text box with the instruction: "Time Period: Begin: Monday, End: Sunday. Please click on the calendar to select the first date for which you wish to submit time. The system will automatically show the entire pay period that corresponds to that date." followed by a calendar icon.

7. In this first screen you should click on the calendar box to select the pay period you are submitting time for.

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How to Create and Submit a Timesheet



8. After selecting the correct pay period you will be taken to the screen below:

Submit Timesheet

Test Employee
Employee ID: E00011

Timesheet for TEST CONSUMERQA1
Individual ID: N9098002
Individual Phone No:
Service:

Time Period: Begin: Thursday 04/01/2010. Click on the calendar to select different dates.

Date	Hours
04/01/2010 Thursday	Service: <input type="text"/> Activity: <input type="text"/> Time In: <input type="text"/> Time Out: <input type="text"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
04/02/2010 Friday	Service: <input type="text"/> Activity: <input type="text"/> Time In: <input type="text"/> Time Out: <input type="text"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
04/03/2010 Saturday	Service: <input type="text"/> Activity: <input type="text"/> Time In: <input type="text"/> Time Out: <input type="text"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
04/04/2010 Sunday	Service: <input type="text"/> Activity: <input type="text"/> Time In: <input type="text"/> Time Out: <input type="text"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
04/05/2010 Monday	Service: <input type="text"/> Activity: <input type="text"/> Time In: <input type="text"/> Time Out: <input type="text"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>

9. This page is where you will enter in the time you worked for the pay period.

If you didn't work on one day, that's ok, just leave it blank.

10. At the top of the page you should confirm that you are putting together a timesheet for the right Child.

You also have the option of selecting a "Common Service".

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How to Create and Submit a Timesheet

Test Employee Employee ID: E00011	Timesheet for TEST CONSUMERQA1 Individual ID: N9098002 Individual Phone No: Service: <input type="text" value="Select a common service"/>
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- This dropdown feature is used by employees/independent contractors who provide the same service throughout the entire pay period.
- The common service drop down lets you populate every line of the timesheet at once instead of filling in each day individually.
- The common service drop down is optional, you do not have to use this feature.

✚ If you choose to use it you will see something similar to the example below:

MaryKathryn TestEE Interventionist ID: E004298	Timesheet for Rambha Rambha Child ID: C001306 Child Phone No: 410-562-5677 Service: <input type="text" value="Select a common service"/>								
Time Period: Begin: Tuesday 06/01/2010. Click on the calendar									
<table border="1"><thead><tr><th>Date</th><th>Hours</th></tr></thead><tbody><tr><td>06/01/2010 Tuesday</td><td>Service: <input type="text" value="Select a common service"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="Time In"/> Time Out: <input type="text" value="Time Out"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/></td></tr><tr><td>06/02/2010 Wednesday</td><td>Service: <input type="text" value="Select a common service"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="Time In"/> Time Out: <input type="text" value="Time Out"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/></td></tr><tr><td>06/03/2010 Thursday</td><td>Service: <input type="text" value="Select a common service"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="Time In"/> Time Out: <input type="text" value="Time Out"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/></td></tr></tbody></table>	Date	Hours	06/01/2010 Tuesday	Service: <input type="text" value="Select a common service"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="Time In"/> Time Out: <input type="text" value="Time Out"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>	06/02/2010 Wednesday	Service: <input type="text" value="Select a common service"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="Time In"/> Time Out: <input type="text" value="Time Out"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>	06/03/2010 Thursday	Service: <input type="text" value="Select a common service"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="Time In"/> Time Out: <input type="text" value="Time Out"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>	<input type="text" value="Select a common service"/> <input type="text" value="Select a common service"/> Set all time periods shown below to service IPBI - Behavior Intervention - IP Set all time periods shown below to service IPSH - Shadowing - IP Set all time periods shown below to service IPWT - Workshop Training - IP
Date	Hours								
06/01/2010 Tuesday	Service: <input type="text" value="Select a common service"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="Time In"/> Time Out: <input type="text" value="Time Out"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>								
06/02/2010 Wednesday	Service: <input type="text" value="Select a common service"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="Time In"/> Time Out: <input type="text" value="Time Out"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>								
06/03/2010 Thursday	Service: <input type="text" value="Select a common service"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="Time In"/> Time Out: <input type="text" value="Time Out"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>								

✚ If you choose not to use the “Select Common Service” feature. You should enter in the service type for each of the days worked.

11. To enter the service per day click on the “Service” drop down bar on the day you worked.

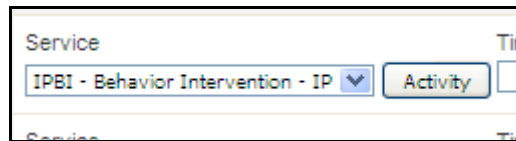
Timesheet for Rambha Rambha Child ID: C001306 Child Phone No: 410-562-5677 Service: <input type="text" value="Select a common service"/>	<input type="text" value="Select a common service"/> <input type="text" value="Select a common service"/> Set all time periods shown below to service IPBI - Behavior Intervention - IP Set all time periods shown below to service IPSH - Shadowing - IP Set all time periods shown below to service IPWT - Workshop Training - IP
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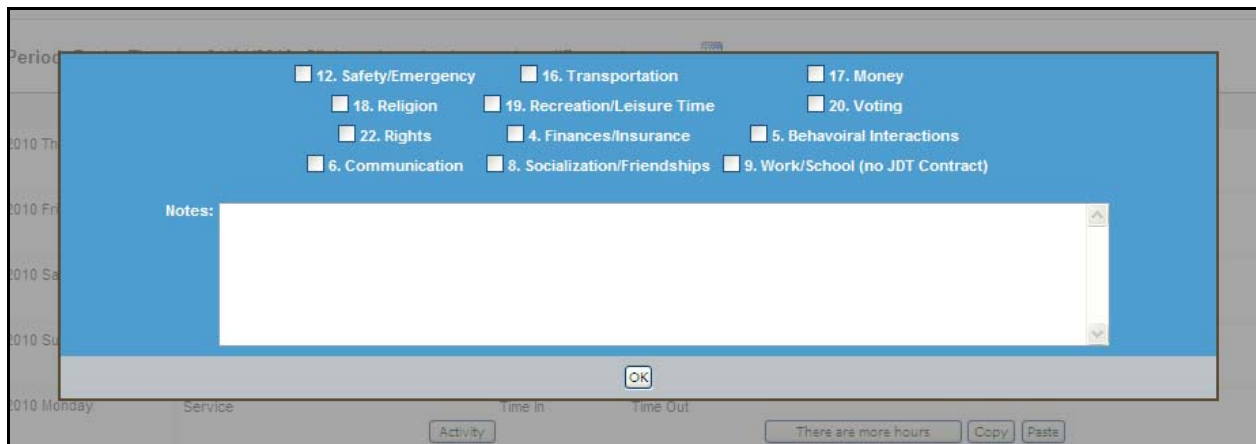
How to Create and Submit a Timesheet

- ✚ Every day you work must have a service selected.
- ✚ If you worked a service that does not appear in your drop down menu please contact customer service. This typically means we did not receive a rate or enrollment paperwork required for that service type.

12. Next to the service box you will see an **“Activity”** button. You are required to select the activity you performed.



- ✚ If you are required to select an activity click on the **“Activity”** button. The page below will appear.
 - The activities that appear were selected specifically for that service type. You also have the option of typing in more information if you feel it is appropriate.



13. Next you should select the hours in the day that you worked.

- ✚ To select the time of day you started click on the **“Time In”** dropdown:

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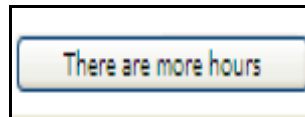
How to Create and Submit a Timesheet

✚ To select the time of day you ended click on the **“Time Out”** dropdown:

✚ You can also select minutes if you would like.

Date	Hours	Service	Activity	Time In	Time Out
06/01/2010 Tuesday		IPBI - Behavior Intervention - IP	Activity		
06/02/2010 Wednesday			Activity		
06/03/2010 Thursday			Activity		
06/04/2010 Friday			Activity		
06/05/2010 Saturday			Activity		

✚ If you worked multiple shifts in one day select the **“There are more hours”** button.



✚ After selecting the **“There are more hours”** button an additional line will be created for the day worked.

Time In	Time Out
8 AM 00	3 PM 00

- You will need to enter in the:
 - service type (which can be different)
 - the activities (if required)
 - the hours worked
- You may also remove time if you need to. To remove time select the **“Remove Time”** button.

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How to Create and Submit a Timesheet



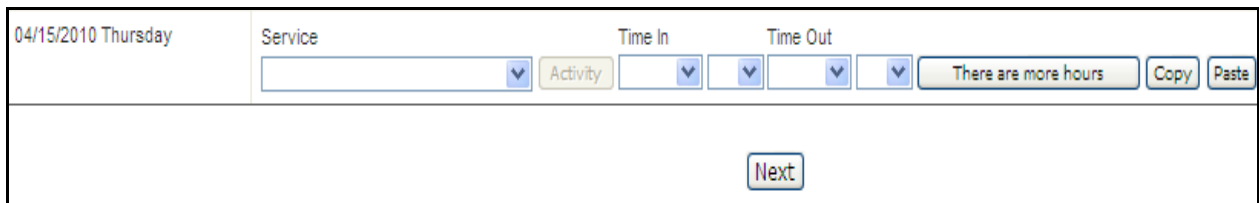
14. You also have the option to copy and paste each line individually. To copy a line.

- ✚ First click on the "Copy" button of the line you would like to copy. In this case the line on top.

A screenshot of a timesheet entry. It shows two rows. The top row has a dropdown menu for "Activity" with "8 AM" selected, a dropdown for "00", a dropdown for "3 PM", a dropdown for "00", a "Remove Time" button, a "Copy" button, and a "Paste" button. The bottom row has a dropdown menu for "Activity", a dropdown for "00", a dropdown for "00", a "There are more hours" button, a "Copy" button, and a "Paste" button.

- ✚ Next click on the "Paste" button of the line you would like to put the copied information in. In this case the line at the bottom.

15. When you have finished entering in the days worked scroll to the bottom of the page and click on the "Next" button.

A screenshot of a timesheet page. At the top left, it says "04/15/2010 Thursday". To the right, there is a "Service" dropdown menu. Below that, there are two "Activity" dropdown menus, followed by two "Time In" dropdown menus (one with "00" selected) and two "Time Out" dropdown menus (one with "00" selected). To the right of these are a "There are more hours" button, a "Copy" button, and a "Paste" button. At the bottom center of the page, there is a "Next" button.

16. You will be taken to the "Confirm Timesheet" page. In this page you should review the timesheet you entered for completeness and accuracy.

The Interventionist's Guide to the PPL Web-Portal

How to Create and Submit a Timesheet

Confirm Timesheet

[Hours Summary](#)

Test Employee
Employee ID: E00011

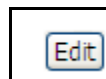
Timesheet for TEST CONSUMERQA1
Individual ID: N9098002
Individual Phone No:

Date	Total Daily Hours	Service	Service Code	Time In	Time Out	Hours Worked	Activities
04/01/2010 Thursday	8 hours	DS-Community Living	T2017CO	8:00 AM	4:00 PM	8 hours	12. Safety/Emergency
04/02/2010 Friday	8 1/2 hours	Job Development	T2018B	8:00 AM	4:30 PM	8 1/2 hours	
04/03/2010 Saturday							
04/04/2010 Sunday							
04/05/2010 Monday							



17. Next scroll to the bottom of the “Confirm Timesheet” page. You will see the following options:

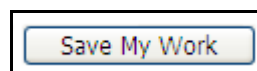
04/15/2010 Thursday	
Total	16 1/2 hours
<input type="button" value="Edit"/>	<input type="button" value="Save My Work"/> <input type="button" value="Submit"/>

18. If the timesheet is incorrect and you would like to edit it. Click on the “**Edit**” button to return to the previous screen.



19. If the timesheet is correct but incomplete you can save your work. Click on the “Save My Work” button.

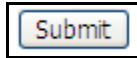
-  Some employees/independent contractors like to enter their time every day rather than at the end of the pay period.
-  This feature allows you to enter time as you work it without submitting it for approval until the very end.



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How to Create and Submit a Timesheet

20. If the timesheet is correct and complete you should submit it to the child's authorized representative for approval. Click on the **"Submit"** button to submit it to the Authorized Representative.



21. After you have selected the Submit button the following page will appear:

Your timesheet has been created and has been submitted to the individual for approval.




[Hours Summary](#)

Test Employee Employee ID: E00011	Timesheet for TEST CONSUMERQA1 Individual ID: N9098002 Individual Phone No:	SUBMITTED
---	--	-----------



Date	Total Daily Hours	Service	Service Code	Time In	Time Out	Hours Worked	Activities
04/01/2010 Thursday	8 hours	DS-Community Living	T2017CO	8:00 AM	4:00 PM	8 hours	12. Safety/Emergency
04/02/2010 Friday	8 1/2 hours	Job Development	T2018B	8:00 AM	4:30 PM	8 1/2 hours	

22. If there is a problem with your timesheet that would cause it to not be paid, than the Web Portal will not allow the timesheet to be submitted for approval until the problem is fixed.

Examples:

-  Overlapping time
-  Missing paperwork
-  Missing Employee Rates

23. On the top of your timesheet you will see red alerts that tell you what is wrong with your timesheet. If you do not understand any or even one of the messages, please call customer service.

-  As you can see in the example below on 4/1/10 we are missing the Employment packet.
-  On 4/2 the employee submitted time for Job Development but it appears that we do not have a rate in the system.

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How to Create and Submit a Timesheet

- ✚ If you feel that any of the alert messages in red are incorrect, please call customer service.
- ✚ If you believe they are correct please submit the missing information to PPL as soon as possible so that PPL staff can enter it into our system. Then resubmit your timesheet for approval.

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](#)

Test Employee Employee ID: E00011	Timesheet for TEST CONSUMERQA1 Individual ID: N9098002 Individual Phone No:	Status: SUBMITTED
---	--	-----------------------------

Date	Total Daily Hours	Service	Service Code	Time In	Time Out	Hours Worked	Activities
04/01/2010 Thursday	8 hours	DS-Community Living	T2017CO	8:00 AM	4:00 PM	8 hours	12. Safety/Emergency
04/02/2010 Friday	8 1/2 hours	Job Development	T2018B	8:00 AM	4:30 PM	8 1/2 hours	
04/03/2010 Saturday							
04/04/2010 Sunday							

24. Once you have successfully submitted your timesheet for approval, it will be up to the authorized representative and the care manager to approve the timesheet.

25. You can monitor the approval status by searching on your timesheets and reviewing the status name.

- ✚ As long as the timesheet is in the "Submitted" status it has not been approved.
- ✚ Once the timesheet has an "Approved" status, it has been sent to PPL for payment.

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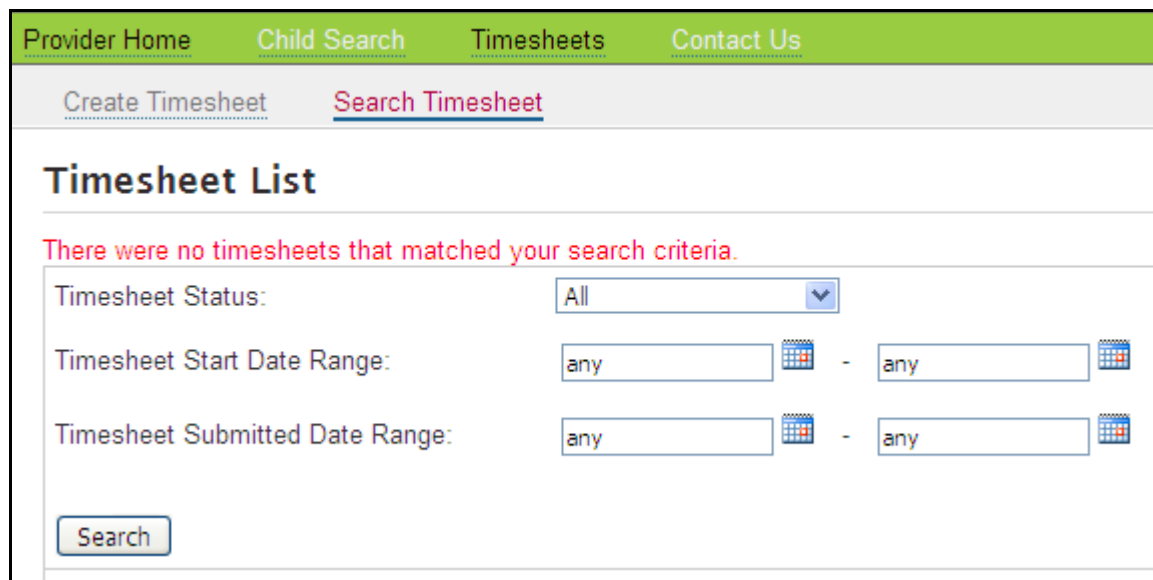
How to Search and View a Timesheet

Provider: *How to Search and View a timesheet*

1. Log in to the PPL Web Portal using your pre assigned username and password

<https://fms.publicpartnerships.com/PPLPortal/login.aspx?NVADSD>

2. You will default on the “Timesheets” page.




3. Here, you will see two options in the gray header bar.

 Create Timesheet

 Search Timesheet

4. The screen has defaulted to the “Search Timesheet” option so there is no need to click on it.

5. Here, you can view every timesheet that has ever been created for you by hitting the “**Search**” button or you can search by:



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How to Search and View a Timesheet

6. Scroll down the page to see the returned results:

Action	Timesheet ID	Employee Name	Timesheet Start Date	Timesheet End Date	Submitted/Approved Date	Submitted By	Individual Name	Status	Check Number	Check Amount (net pay)	Timesheet Amount (before tax)
View Edit Delete	NV0000000005	Test Employee	04/16/10	04/30/10	05/04/2010	eharris	TEST CONSUMERQA1	SUBMITTED			\$247.10
View Edit Delete	NV0000000006	Test Employee	04/01/10	04/15/10	05/04/2010	eharris	TEST CONSUMERQA1	SUBMITTED			\$176.07

7. There are a variety of search options if you would like to narrow your search:

Timesheet List

Timesheet Status:

Timesheet Start Date Range: -

Timesheet Submitted Date Range: -

Timesheet Status:

✚ Possible timesheet status' are:

Timesheet List

There were no timesheets that matched your search criteria.

Timesheet Status:

Timesheet Start Date Range:

Timesheet Submitted Date Range:


Timesheet Start Date Range

✚ You may want to use this search feature if you work for multiple families and you want to view all of their timesheets for just one pay period.

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How to Search and View a Timesheet

Timesheet Submitted Date Range


 You may want to use this search feature if you want to see all timesheets that you submitted during a certain time period.

8. Once you have successfully found the timesheets you would like to view you will see the returned results at the bottom of the page:

Your search returned 2 results.

Action	Timesheet ID	Employee Name	Timesheet Start Date	Timesheet End Date	Submitted/Approved Date	Submitted By	Individual Name	Status	Check Number	Check Amount (net pay)	Timesheet Amount (before tax)
View Edit Delete	NV0000000005	Test Employee	04/16/10	04/30/10	05/04/2010	eharris	TEST CONSUMERQA1	SUBMITTED			\$247.10
View Edit Delete	NV0000000006	Test Employee	04/01/10	04/15/10	05/04/2010	eharris	TEST CONSUMERQA1	SUBMITTED			\$176.07

9. If you would like to view the timesheet detail select the **“View”** button under the action column.

 The view button allows you to see the day by day detail of the timesheet you submitted. By selecting it the View Timesheet page below will appear.


View Timesheet


Hours Summary

Test Employee Employee ID: E00011	Timesheet for TEST CONSUMERQA1 Individual ID: N9098002 Individual Phone No:	Status: SUBMITTED
---	--	-----------------------------

Date	Total Daily Hours	Service	Service Code	Time In	Time Out	Hours Worked	Activities
04/16/2010 Friday	7 hours	DS-Community Living	T2017CO	8:00 AM	3:00 PM	7 hours	22_Rights
04/17/2010 Saturday	7 hours	Job Development	T2018B	8:00 AM	3:00 PM	7 hours	
04/18/2010 Sunday	7 hours	Community Integration	T2038	8:00 AM	3:00 PM	7 hours	Linkage

10. If after viewing the timesheet you need to correct it, select the **“Edit”** button under the action column.

 The edit button will bring you back to the original creation page so that you can change the timesheet detail.

 Please note: If a timesheet has already been approved or paid you will no longer be able to edit it.

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How to Search and View a Timesheet

✚ By selecting the **“Edit”** button, the page below will appear:

Create Timesheet Search Timesheet

Submit Timesheet

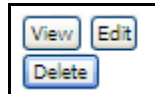
Test Employee
Employee ID: E00011

Timesheet for TEST CONSUMERQA1
Individual ID: N9098002
Individual Phone No:
Service:

Time Period: Begin: Friday 04/16/2010.

Date	Hours
04/16/2010 Friday	Service: <input type="text" value="T2017CO - DS-Community Living"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="8 AM"/> <input type="text" value="00"/> Time Out: <input type="text" value="3 PM"/> <input type="text" value="00"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
04/17/2010 Saturday	Service: <input type="text" value="T2018B - Job Development"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="8 AM"/> <input type="text" value="00"/> Time Out: <input type="text" value="3 PM"/> <input type="text" value="00"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>
04/18/2010 Sunday	Service: <input type="text" value="T2038 - Community Integration"/> Activity: <input type="text" value="Activity"/> Time In: <input type="text" value="8 AM"/> <input type="text" value="00"/> Time Out: <input type="text" value="3 PM"/> <input type="text" value="00"/> <input type="button" value="There are more hours"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>

11. You also have the option of deleting a timesheet. To delete a timesheet select the **“Delete”** button under the action column.



- ✚ You will no longer be able to delete a timesheet once it has a timesheet status of Approved or Paid.
- ✚ If you notice an error after approval or payment has occurred please contact PPL Nevada Customer Service as soon as possible so that they may assist you in the correction.

12. On the far right side of the search return you will see 4 columns.







- ✚ Status
- ✚ Check Number
- ✚ Check Amount (net pay)
- ✚ Timesheet Amount (before Tax)

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How to Search and View a Timesheet

Status: The status column will show you at what stage your timesheet is in.

Possible timesheet status' are listed below:

-  **Saved:** If your timesheet has a status of Saved, it means that you may still be working on it. It also means that it has not been submitted for approval yet. Please note, the Authorized Representative will not be able to view a timesheet until it has been submitted.
-  **Submitted:** If your timesheet has a status of Submitted, it means that you have completed your timesheet and have submitted it for approval. It also means that they have not yet approved it.
-  **Rejected:** If your timesheet has a status of Rejected, it means that either the care manager or the authorized representative has rejected your timesheet. If a timesheet is rejected the person who rejected it will note the reason why.
 - If you do not agree with the rejection reason please work with the authorized representative to resolve the issue.
 - If you do agree with the rejection reason please correct the error and resubmit your timesheet for approval.
-  **Approved:** If your timesheet has a status of Approved, it means that your timesheet has been approved. It also means that it has been submitted and received by PPL Nevada. It is now awaiting payment.
-  **In Process:** If your timesheet has a status of In Process, it means that your timesheet is currently moving through the PPL Nevada payment process and will be paid shortly.
-  **Paid:** If your timesheet has a status of Paid, it means that your timesheet has been paid by PPL Nevada and a check has been issued.

Check Number: The check number column will populate with information as soon as a check has been cut. If you receive direct deposit the Remittance Advice number will appear in this same column.

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How to Search and View a Timesheet

Check Number

Check Amount (net pay): After a check has been issued, the check amount will appear in this column. This is the check amount AFTER taxes have been removed.

Check Amount (net pay)

Timesheet Amount (before tax): You will notice that this column populates with information before your check is cut. This column indicates the gross or “before tax” amount of your check.

- ✚ This amount is based off of the agreed upon employee rate multiplied by the hours you submitted.

Timesheet Amount (before tax)
\$247.10
\$176.07

***If you have any concerns about the accuracy of the timesheet data you are viewing on the portal, please don't hesitate to call our customer service for assistance. Thank you.**

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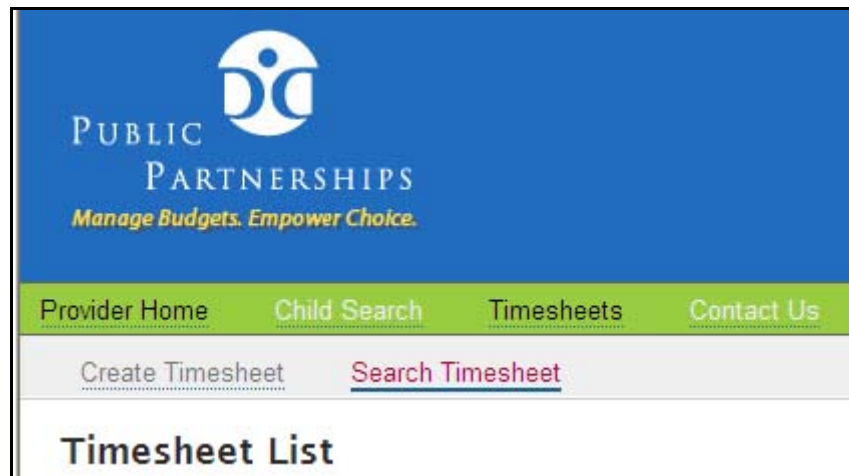
How to use the Contact Us page

Interventionist: *How to use the Contact Us page*

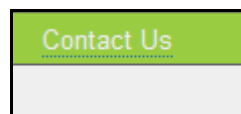
1. Log in to the PPL Web Portal using your pre assigned username and password

<https://fms.publicpartnerships.com/PPLPortal/login.aspx?NVADSD>

2. You will default on the “Timesheets” page.



3. In the green header bar you will see a “Contact Us” section. Choose it by clicking on it.



4. The screen below will appear.

The Interventionist's Guide to the PPL Nevada Web-Portal

How to use the Contact Us page

Contact Us

Hours of Operation: 8:00am – 5:00pm PST Mon-Fri

Phone Customer Service: 1-888-805-1074

Fax: 1-877-409-2655

Email: pplnvadsd@pcgus.com

Submit A Question Or Comment (* required)

* Your Name:






* Your Contact Phone:

Your Email:

* Subject:

* Comments:

5. You will see the following:

-  **Hours of Operation:** 8am -5:00pm PST (Mon-Fri). If you need to call customer service after hours there is a voicemail system. Please leave a message and a customer service representative will return your call.
-  **Phone Customer Service:** 1-888-805-1074
-  **Fax:** 1-877-409-2655 – You can use the fax number to return any of the required documents to PPL.
-  **Email:** pplnvadsd@pcgus.com- You can email PPL customer service if you'd like.
-  You can either email PPL customer service directly from the Contact Us page or you can use the email address to email from your own email provider.

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How to use the Contact Us page

- ✚ When you email PPL, your email will be responded to by a Customer Service Representative specifically familiar with and assigned to the Nevada Autism Treatment Assistance program. The same individual(s) who answer the phone.

We look forward to working with you! If you have any questions please don't hesitate to contact us!