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# **PPL Timesheets**

## **Information for Employees and Employers**



Whether you have used other timesheets or not, you are probably wondering, "How in the world am I supposed to fill out this timesheet?" This worksheet should provide you with clear instructions for doing so.

First, just a little overview of the payroll process. PPL processes payroll on a bi-weekly schedule. This means you will be paid once every two weeks. Some of you may have been paid on a semi-monthly payroll previously. This is similar but under our bi-weekly payroll, you will receive two more paychecks a year than under the semi-monthly payroll.

PPL accepts timesheets by fax or by mail. We do not accept timesheets over email at this time. Timesheets are read by a machine (like the ones that read standardized tests) so it is important that you fill out the timesheets clearly and completely.

There are 13 required fields on our timesheet. These are described below.

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[PPLIN2@pcgus.com](mailto:PPLIN2@pcgus.com)**

**Proprietary and Confidential**

### Required Fields

**All of these fields MUST be completed for the timesheet to be paid.** This list corresponds to the picture above.

1. **Employee's ID.** This is the ID given to the provider. It begins with the first four letters of the provider's last name followed by a three-digit number. Someone with the last name Jones would have a Provider ID of JONE001. Someone with the last name of Smith would have the Provider ID of SMIT001. The second provider with the last name of Smith would have the Provider ID of SMIT002. Please call Customer Service if you want to verify your Provider ID.
2. **Employer's ID.** This is the Consumer's Medicaid number. It can be found on the consumer's Medicaid ID card.
3. **Service Type.** Fill in the circle next to the service you are performing. If you provide more than one type of service, use separate timesheets. For example, use one timesheet for Personal Assistance and another for Respite. (IGNORE THIS IF YOU ARE IN INDIANA. INDIANA'S TIMESHEET DOES NOT HAVE A SERVICE TYPE FIELD.)
4. **End Date.** This is the last day of the pay period. Your payroll schedule will list these dates for you.

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5. **Date of Employer Signature.** This is the date that the consumer or consumer representative signed the timesheet.
6. **Employer Signature.** This is the consumer or consumer representative's signature. An 'X' or a mark is accepted as a signature.
7. **Employee Signature.** This is the signature of the provider.
8. **Date of Employee Signature.** This is the date the provider signed the timesheet.
9. **Total Hours.** Enter in the total number of hours worked. You do not need to round time to the closest 15 minutes.
10. **AM/PM.** Fill in the circle indicating if you worked in the AM or PM.
11. **Time In/Time Out.** Enter in the time you started working and the time you finished working. Please see instructions below for entering overnight time and multiple times per day.
12. **Employer's Name.** Enter the name of the person receiving services.
13. **Employee's Name.** Enter the name of the person providing services.

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## Special Situations

1. **Working overnight.** When you work overnight, there are special instructions for completing the timesheet. You must complete one line for work you did before midnight and another line for work you did after midnight.

For example, say you worked overnight Friday night from 9:00 PM to 6:00 AM. Enter the start time as 9:00 PM as seen below. Enter the end time for that day as 11:59 PM. Now, you did not finish working at 11:59 PM, you just finished working on Friday at that time. Enter the rest of your time on Saturday as shown below – 12:00 AM to 6:00 AM.

Fri	0	9	:	0	0	AM	PM	1	1	:	5	9	AM	PM	0	2	:	5	9
					●	○							○	●					
Sat	1	2	:	0	0	AM	PM	0	6	:	0	0	AM	PM	0	6	:	0	0
					●	○							○	●					

2. **Working multiple times in one day.** Many providers work with someone several times in a day. You can enter as many in and out times as you want but you must enter each on a new line.

For example, say you started working for Sally at 9:00 AM. You helped her until 10:05 AM. You left to run an errand, came back at 11:15 AM, and stayed until 12:30 PM. You would enter one line for each time you were providing services as shown below. If you came back a third time that evening, you would need to move onto another timesheet.

Wed	0	9	:	0	0	AM	PM	1	0	:	0	5	AM	PM	0	1	:	0	5
					●	○							○	●					
	1	1	:	1	5	AM	PM		1	:	2	3	AM	PM		0	:	1	5
					●	○							○	●					

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### **General Suggestions**

Below are some general suggestions for completing timesheets.

- Fill in the timesheet clearly. Remember, it is being read by a machine. If it cannot read your timesheet, it may delay your payment.
- Fill in all the required fields. You will not be paid unless all of the fields are filled in.
- Do not use colored ink. The machine has trouble reading light colors.
- Use separate timesheets for different consumers. If you work with more than one consumer, make sure you use separate timesheets.
- Do not round time. Write the exact time. Our machines will round your time.
- Do not cross out information. The machine will not read it. Use a new timesheet.
- Make sure the timesheets are good copies. You can make copies of the timesheets

### **Obtaining Timesheets**

You can make copies of the timesheets we give you but make sure they are full-size and not tilted or our machine will not read them.

You can download copies of the timesheets online at [www.publicpartnerships.com](http://www.publicpartnerships.com). Go to the Indiana program. Your username is inclient. Your password is pcgin49.

You can call customer service and ask them to send you timesheets. Their number is 866-264-2296.

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