We are thrilled that you will be using the e-timesheet system! Utilizing e-timesheets will allow Employees (you) to complete timesheets online, submit timesheets electronically, view the status of timesheets, and search for timesheets previously entered into the system. All of this can be done at your convenience and without having to call customer service to confirm that your timesheet has gone through.

**Before you start using e-timesheets, you must be a registered user. Please follow the web portal user registration instructions to become a user. You may also contact customer service for assistance.** Once you have registered follow the instructions below.

### Creating and submitting E-timesheets


**RESULT:** You will be directed to the login screen.

2. Enter your user name and password and click **Login. Remember that your username and password are case sensitive.**

**RESULT:** You will be directed to the Timesheet List screen.

3. Click on **Create Timesheet** on the top left of the screen.

**RESULT:** You will see the list of all Client(s) who you provide services for.

4. Click on **Create Timesheet** to the right of the correct Client information.

<table>
<thead>
<tr>
<th>Client Information</th>
<th>Date</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESTCONSUMER, QA</td>
<td>03/13/2012</td>
<td>WESTMINSTER</td>
</tr>
<tr>
<td>TESTCONSUMER1, QA</td>
<td>05/05/1954</td>
<td>WESTMINSTER</td>
</tr>
</tbody>
</table>
RESULT: You will be directed to the **Submit Timesheet** page.

5. Select the date you would like to submit time for by clicking on the calendar icon.

RESULT: The system will determine the appropriate pay period based on the date you selected. You will see the screen below.

RESULT: Selecting a common service will populate the selected service for all lines.

*NOTE:* If you perform the same service every day, click on the **select a common service** drop down. This feature will populate the same service for each day.

6. Choose a service for the first day you provided services for your Client.

7. If you provide multiple services during a given day, click on **There are more services** to choose another service and add more hours.

8. To remove a line with more than one service, click on **Remove Time**. *Note*- the remove time button does not appear unless you have more than one service line for a specific day.

9. When you are finished entering your time, go to the bottom of the screen and click on **Next**.
**RESULT:** The system will produce an overview of the timesheet and sum up the hours submitted.

![Hours Summary](image1)

10. At this time, you have the option of changing the timesheet (by choosing **Edit**); saving what you have entered so far (by choosing **Save My Work**) or submitting the timesheet to your supervisor. (see picture below)

*NOTE:* A Timesheet can only be edited by clicking on the edit button. Using the back arrow will cause issues and you will not be able to submit your timesheet.

11. Click on **Submit**

*NOTE:* The submit button on this screen will bring you to a screen that allows you to submit electronically or print out the timesheet and submit to your Client for approval on paper.

![Submit Button](image2)

**Before submitting your timesheet, please confirm that your work is complete and that you are not going to work any more hours in this pay period.

12. When you choose **Submit**, the system will test the timesheet against the CDASS rules for payment.

**RESULT:** If the timesheet, your paperwork, and your Client’s paperwork meets all CDASS program rules, after hitting submit, you will see a screen like the one below. (If you do not see the screen below, contact your Client for help.)
13. The final step is for your Client to approve your timesheet.

**Viewing the Status of Timesheets**

You can use the e-timesheet system to see if your timesheets have been approved by your Client, what timesheets have been received, the mode by which PPC has received them and if the timesheet has been paid.

1. Log into the portal.

**RESULT:** The system will bring you to the Timesheet List screen. This screen lists all timesheets that you have submitted for payment. The timesheets are sorted by submitted date.

2. Look at the “Status” column. This column provides information about the status of timesheets you have submitted.

<table>
<thead>
<tr>
<th>Status</th>
<th>What it means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved</td>
<td>Hours have been entered into the timesheet and it is saved in our system. Saved timesheets have not been submitted to the supervisor and will not be paid</td>
</tr>
<tr>
<td>Submitted</td>
<td>Timesheet has been submitted electronically by the Employee but not approved yet by the supervisor</td>
</tr>
<tr>
<td>Approved</td>
<td>Timesheet has been submitted electronically by the Employee, has been approved by the supervisor, and will be paid in the next pay cycle</td>
</tr>
<tr>
<td>Rejected</td>
<td>Timesheet has been submitted electronically by the Employee and rejected by the supervisor</td>
</tr>
<tr>
<td>Denied</td>
<td>PPC has rejected a timesheet that has been submitted via fax. Information letting you know why a timesheet was denied will appear on the timesheet</td>
</tr>
<tr>
<td>Paid</td>
<td>Timesheet has been paid and has a check number</td>
</tr>
<tr>
<td>In Process</td>
<td>Timesheet has been approved for payment and is in the process of being paid</td>
</tr>
</tbody>
</table>
**Important:** PPC cannot pay an electronic timesheet until it has been approved by your Client.

3. You can view any timesheet in the list by clicking **View** on the right-hand side.

**RESULT:** This view will provide you with a detail listing of the time submitted.

4. You can print off timesheets by clicking on **Show Printable Version**.

**RESULT:** This will produce a pdf copy of the timesheet, which you can then print for your records.

5. You can edit timesheets that have been submitted to the consumer but have not yet been approved by clicking **Edit**. You can also delete timesheets that have been submitted to the consumer but have not yet been approved by clicking **Delete**.

**Searching for Timesheets**

You can also use the web portal to search for a particular timesheet. There are several categories to help narrow down your search.

1. Log into the portal.

2. If you want to search by current status of your timesheet, use the **Timesheet Status** field. This field allows you to search for all of the timesheets under your name or for paid or unpaid timesheets as you choose.

3. If you would like to search by timesheet start date, select the **Timesheet Start Date Range**. This field allows you to enter in the date of a specific pay period. For example if you enter in December 1, 2009, every timesheet which begins with this time period will appear below:

4. If you would like to search by timesheet start date, select the **Timesheet Submitted Date Range**. This field allows you to enter in the date a timesheet was submitted. This is a helpful field if you wanted to see all of the timesheets you submitted on a given day, even if they are for different pay periods.