How to submit a Timesheet online

Entering E-Timesheets
1. Log in to IPOne with the IP’s username and password.

2. Click on the Timesheets tab.

3. Click Create Timesheet to enter a new timesheet.

4. Choose the client for the timesheet being submitted.
   - If the IP works for more than one employer, a list of all of the clients to whom the IP provides services will appear.

5. Click on the Create Timesheet link for the client for whom time worked is being submitted.

6. Click on the calendar picture to select the first date for which to submit time.
7. After selecting the Start date, a blank timesheet will appear for the entire pay period.

8. Select the service provided.

- If only one service was provided during this pay period, select the **Service** dropdown at the top of the page where it says **Select a common service**.

- The user will see the service codes and descriptions authorized by the client’s Case Manager. All dates in the timesheet will be pre-populated with these service codes.

- If more than one service was provided during this period, select the service codes for each date worked.
9. Locate the line for the first date of service provided. If listing tasks are required for the service code selected, the **Tasks** button next to the service will be clickable and required. Click on the button for a pop up of tasks to choose from. Check off the tasks performed during this shift. Click **OK** when complete.

- If the **Tasks** button is grayed out and not clickable, there is no need to check off tasks.

10. Select the amount of hours and 15 minute increments of time worked by using the drop down menu under **Hours Worked**. For example, if the IP worked two hours and 15 minutes the user would select 2 hours in the first drop down and 15 minutes in the second drop down menu.
• Note: If the user has selected a common service to populate each line with a service code, for any days that were not worked the user should enter 0 hours.

11. If the IP provided more than one type of service in a day, click the **Add a Service** button and another line will appear below the one already created for the same day. Enter the other service code(s) provided in the second row, and make sure that the hours worked by each service are separately entered.

12. If the IP worked the same time and jobs on multiple days in a pay period, IPOOne makes e-timesheets easier by allowing the user to copy and paste.
  • Enter one line into the timesheet and click the **Copy** button.
13. Find the date(s) worked where the same services and hours were provided each day and click Paste. In this example, a copy of the Saturday line is pasted into Monday.

Transportation

If the IP provided personal care service and also provided transportation on the same day, add the mileage reimbursement to the timesheet. IPs must have an authorization for mileage reimbursement to claim miles on their timesheet.

1. Click in the field called Additional Service and choose the service code for mileage (S0215-U1).

2. In the next field called Miles, enter the miles of transportation provided. Note: the user will only be able to submit for mileage reimbursement if personal care service was provided on the same day.

3. Follow the steps previously described to complete an e-timesheet and select the appropriate code from the Service drop down.

4. Once the timesheet is completely filled out, click the Next button at the bottom of the screen.

5. At this time, IPOne determines whether there are any errors on the timesheet. This allows the user to immediately correct and resubmit the timesheet, and avoid delays in getting paid.
6. If there is an error on the timesheet, a message will appear at the top of the page in red, and also next to the line where the error is found.

![Create Timesheet]

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7. Once the error is corrected, click the "Next" button at the bottom of the screen. Please call the IPOne Call Center for assistance in correcting any remaining errors.

8. If the entire timesheet is correct, IPOne will take the user to the Confirm Timesheet page.

9. From this confirmation page, the user has the following options:
   a. **Edit** – Will return the user back to the Create Timesheet page to make any desired changes.
   b. **Save My Work** – The user can save entries to be submitted later. To find saved timesheets, search for them using Timesheet Search.
      - *It is recommended that the user SAVE entries and not submit them until the timesheet due date or until the last day worked for the pay period. Submitting a timesheet multiple times before the end of the pay period may cause system slowness.*
   c. **Submit** – Review the timesheet for accuracy, confirm the Attestation Statement, and submit the timesheet for payroll processing.
      - *Note: the IP must agree to- and check off- the Attestation Statement in order to submit the timesheet for processing.*
      - Do not Submit until the timesheet is complete.
      - After timesheets are Paid, the user can adjust the timesheet to add any services or units as needed.
d. **Print Timesheet** – Allows the user to print the timesheet.

10. Once the user clicks **Submit** and the e-timesheet has been successfully submitted, the user will see confirmation of the receipt of the e-timesheet in IPOne.

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**Create and Use Timesheet Templates**

The IP can enter an e-timesheet quickly by creating a Timesheet Template. *This is an option in IPOne to help those IPs with a regularly scheduled work week to save even more time* when submitting e-timesheets.

1. On the Create Timesheet page, instead of entering a timesheet, click in **Manage Templates**.

2. Click **Create New Template**.

3. Find the Client for whom the user is setting up this Timesheet Template. Click on the **Create Timesheet Template** link next to the client's name.
4. On the Submit Timesheet Template page, enter the regularly scheduled shift for that employer/client.

5. Enter a **Template Name** at the bottom of that page to name this template. This helps the user to easily identify it every time.

6. Click **Next** after having entered the details of the regularly scheduled workweek.

7. The user will see a **Confirm Timesheet Template** page appear. Review the information and click **Submit** if correct. This will be a template to use going forward for entering e-timesheets.
8. To use the timesheet template, chose the template from the **Load Template** dropdown at the top of each e-timesheet.

9. Make any needed changes in the times and services to the timesheet after the template is loaded. Submit when ready.

**How to Claim Paid Time Off (PTO)**

1. Log in to IPOne with the IP’s username and password.

2. Click on the **PTO Hours** link to go the page to view the available PTO and enter the number of PTO hours to claim.

3. On the screen shown below:
   a. Look at the number of PTO hours available to claim.
b. Use the drop down menu arrows to view and select the number of PTO hours and minutes to claim. Minutes will show in 15 minute increments.

c. Click on the Save button.

4. PTO hours will be paid on the next scheduled payroll.

5. The bottom part of the screen allows the user to:
   • View a summary of the PTO hours just submitted and the balance of PTO hours still available.
   
   • View a yearly summary of the total PTO hours submitted thus far in the calendar year.

   • Click on the History button to view a list of PTO Hour Claims.