

Submitting a timesheet – Employed PA

Logging in to your account

Go to <https://www.peopleplaceslives.co.uk> and click on “Login to PPL Portal.” PPL Portal lets you access your Virtual Wallet and other important information.

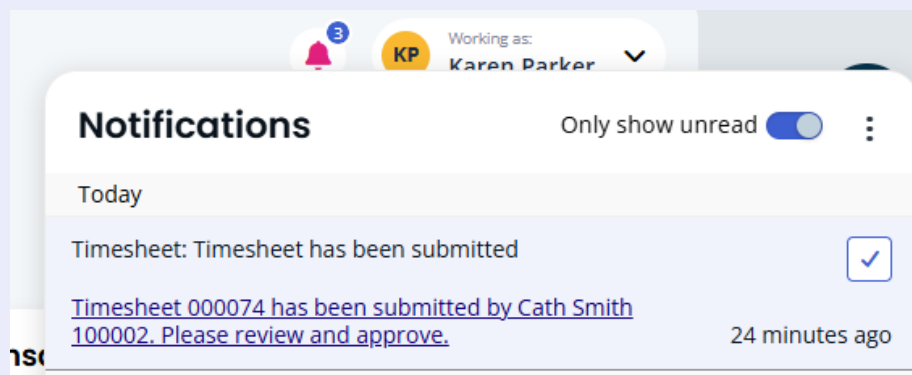
Enter your email address and password when prompted.

N.B. If you are managing the account on someone’s behalf, press “individuals” and press “work as”.

Approving timesheets

You will receive an email notification when a timesheet is submitted. You can approve from the email notification or follow the instructions below.

The fastest way to approve a timesheet is by pressing the notification bell on the top right and pressing the underlined blue action.



On that screen you can approve or reject.

Approve

Reject

Find out more:

Go to the website <https://support.peopleplaceslives.co.uk> for videos and further information about PPL Portal.

If you can't find what you need, use live chat to contact us directly. There is a link at the bottom of every page on the website.

Timesheet	Pay details	Details	Summary
Timesheet number: 000074 Timesheet period: Start 31/08/2026 End 27/09/2026	Pay period: Start 31/08/2026 End 27/09/2026 Submit deadline date: 28/09/2026 Time 08:00 Approve deadline date: 28/09/2026 Time 12:00	Services: 70h (£1,102.50)	Total amount: £1,102.50 Status: Awaiting approval

Period start - 31/08/2026

Period end - 27/09/2026

31/08/2026 Added

07/09/2026 Added

14/09/2026 Added

21/09/2026 Added

Notices:

Deadline:

- The timesheet approval is due by 28 September 2026. Please review and approve them in time.

21/09/2026 - 27/09/2026	Service hours: 35h Contracted: 40 Max: 40
14/09/2026 - 20/09/2026	Service hours: 35h Contracted: 40 Max: 40

To see more details of the timesheet press the arrows on the right-hand side of the week's row.

To raise a conflict, press "raise a conflict" input a reason and press "confirm conflict" a notification is then sent to the PA to prompt them to login and make any necessary changes.

21/09/2026 - 27/09/2026

Service hours: 35h
Contracted: 40 | Max: 40

Home Support

Cath Smith 100002

Activity type:	Date:	Rate:	Amount: £110.25
Service	25/09/2026	£15.75 per Each	Duration: 7 hours

View

Raise a conflict

You can also view timesheets by selecting "PAs & Payroll" in the main menu and choosing the Timesheets page. This page will list all timesheets.

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