QUICK REFERENCE GUIDE

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.

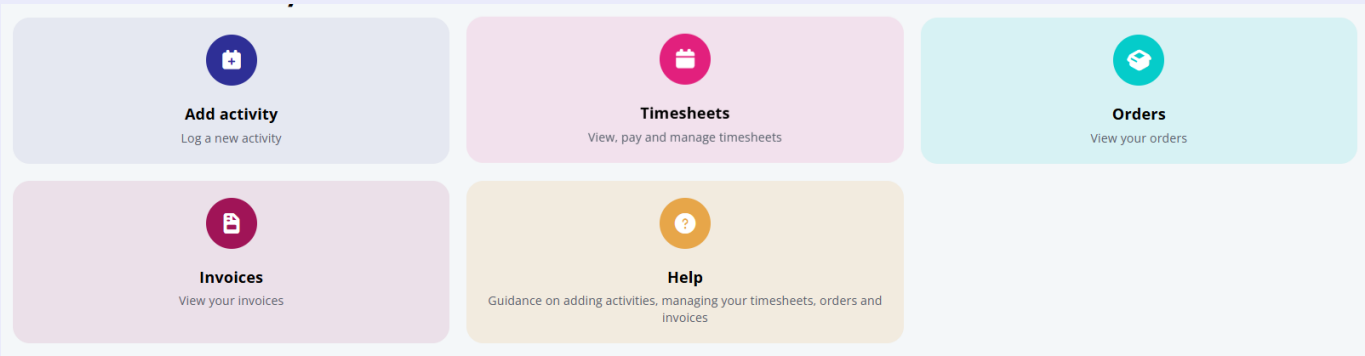
Creating a new timesheet

For best practice we recommend you complete timesheets on a Monday morning each week before 12 noon, recording your hours for the previous week.

A single timesheet will cover your full payment period. You will need to record your activities each week but only submit the timesheet for approval at the end of the period. All timesheets will need to be submitted and approved by the deadline as per your pay schedule.

You must only fill in a timesheet after you have finished your last appointment for the individual in that week

Here is the quickest way to enter your weekly timesheet.

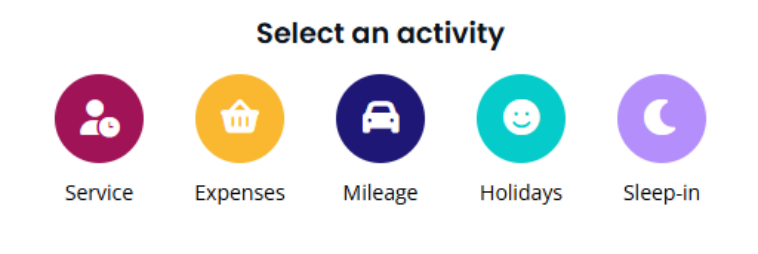


1. Once logged in scroll down and select "Add activities"
2. Press "Add to week"
3. Select the individual in the drop down
4. Select the required week in the drop down
5. Press "Next"

Find out more:

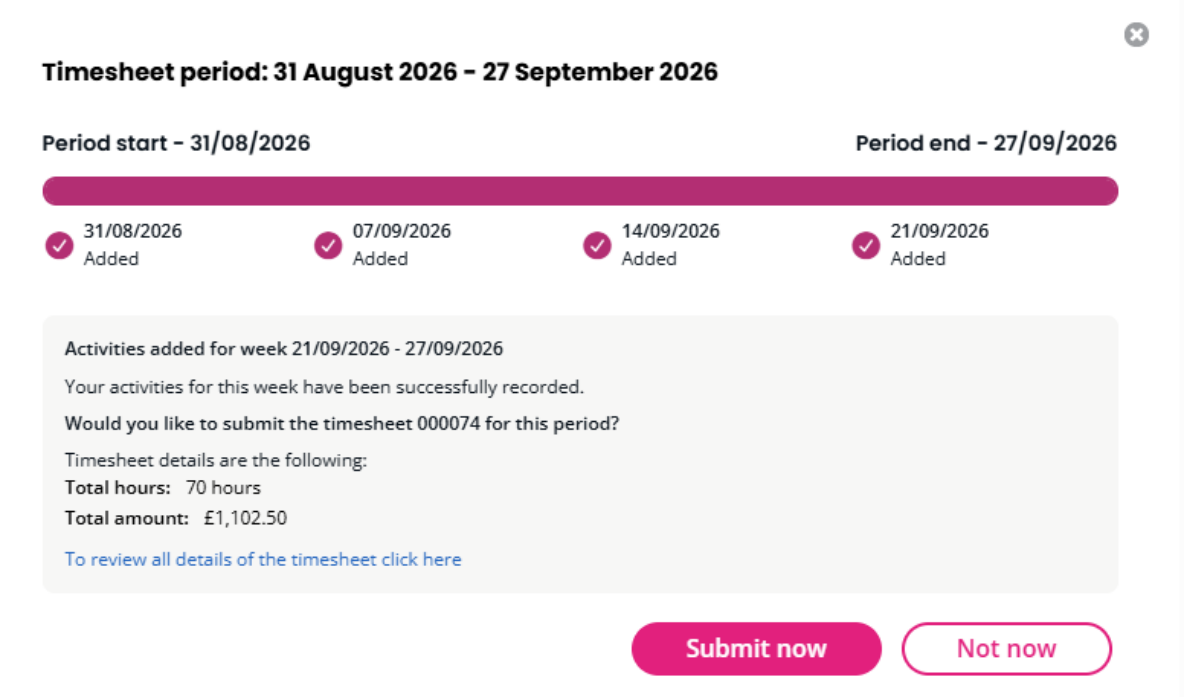
Go to the website https://support.peopleplaceslives.co.uk for videos and further information about PPL Portal.

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.



6. Select “Service” and input the hours delivered. If you didn’t work that day leave it blank. If there are multiple rates, please select the correct one and you will have opportunity to select another rate further down.
7. Once hours have been input, tick the check box to confirm accuracy and then click “save activities”.

This will bring you to the progress bar which displays the period status. On your final week of your pay period the submit option will be available.



Once the timesheet has been submitted, notification will be sent to the approved person to approve for payment.

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Additional Features

Copy Week

If your hours are the same each week, you have the option to 'copy activities from previous week'. Simply select the week that you are copying and press next.

Check the hours by pressing the small arrow on the right.

Tick the check box to confirm accuracy and then click "save activities".

Notification Bell

You can submit timesheets using the notification bell at the top of the screen.

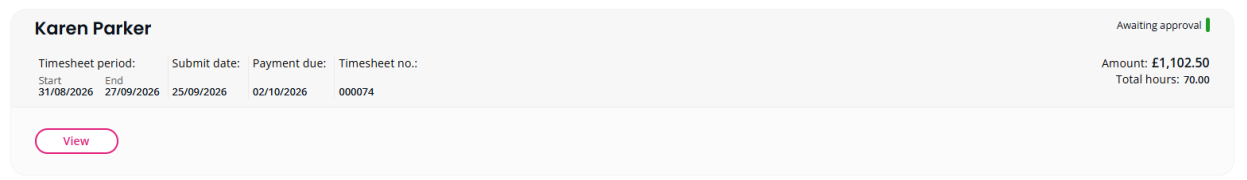
After logging in, click the notification bell to see if a timesheet is due. Selecting the notification will take you directly to the activities page. The notification bell will also inform you when a timesheet has been approved.

Reviewing Timesheets

From the dashboard click "Timesheets" to see all timesheets you have been sent for approval and your approved person will be notified that there is a timesheet to review.

They can accept or reject a timesheet. If they reject or raise a query with a timesheet, you should view the details, and make changes as required to resubmit the timesheet before the approval deadline.

Once timesheets have been submitted and approved, payment can be expected within 3 working days.



It is your responsibility to ensure that your timesheet is submitted for approval as per your pay schedule, so please check the status.

In progress – You will typically see this when your pay period is still open

Awaiting Approval –requires approval by your employer/the approved person

Awaiting Payroll – Timesheet is with the payroll team ready for processing

Paid – The payment has been sent to you

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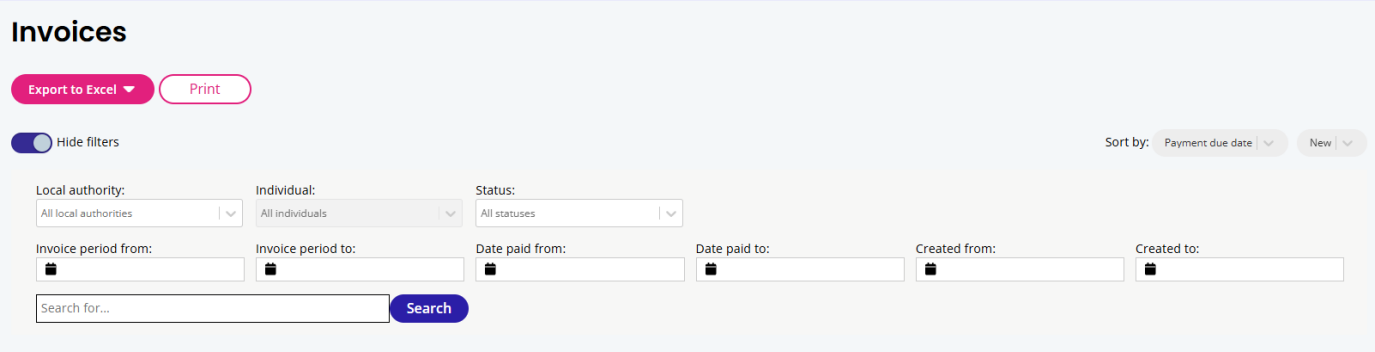
Tracking your invoices

For each timesheet that has been approved, an invoice is created. If you need to see invoices, go to your Dashboard and click “Invoices”.

Press “show filters” and ensure the status is ‘**Paid’.**

Press “View invoice” to view a breakdown of the payment and will also give you the option to print summary invoice document(s) so you can save and/or print for your own records. Check the box by the invoice name, then click “Export to Excel” as an alternative way to store the invoice for your records.



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Additional Service Charges

If mileage, expenses and sleep-in shifts are included in your payment the options will be available for you to select.

Mileage

- Add the date the mileage occurred, and the total miles travelled (only if allowable and previously agreed).
- You can add more mileage for each day it occurred, but only once per day.
- If you didn't incur mileage that day, leave it blank.
- You must always add a note to explain why the mileage occurred.
- You can only add a mileage activity type once per week.

Expenses

- Add one entry per receipt.
- Select the date the expense occurred and the total amount to be claimed.
- You must always add a note to explain why the expense occurred.
- You must always add a legible copy of the receipt.
- You can add more than one expense per day.
- You can only add an expense activity type once per week.

Sleep-In Shifts

- Waking nights are most likely an hourly rate (book as a service activity).
- Sleep-ins are fixed hours for a set amount.
- Choose the Sleep-In option if you worked a sleep-in during this pay period.
- Select each day you worked a sleep-in
- You can only add a sleep in activity type once per week.

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