



YOUR LIFE  
YOUR CARE  
YOUR PEOPLE

### Approving Shifts in PPL@Home

#### Consumers

- In your PPL@Home dashboard, go to the Timesheet tab
- Click or tap View to see the shifts that were entered and submitted by the PA
- If everything is correct, hit the approve button; if anything is incorrect, hit the reject button
  - Rejecting the timesheet will prompt the PA to correct and resubmit the timesheet for approval

#### Designated Representatives

- In your PPL@Home dashboard, go to the Associated Consumers tab
- Click or tap Manage Consumer — this will take you to the consumer's dashboard
- Go to the Timesheet tab
- Click or tap View to see the shifts that were entered and submitted by the PA
- If everything is correct, hit the approve button; if anything is incorrect, hit the reject button
- Rejecting the timesheet will prompt the PA to correct and resubmit the timesheet for approval