

2025 FI Transition (PPL to Acumen): PPL Self-Directed Employee Timesheet Submission Deadlines July 31, 2025

Effective Immediately for All PPL Self-Directed Employees

To ensure Self-Directed Employees (SDE) enrolled with PPL are paid for services that are delivered before the transition from PPL to Acumen, the following submission deadlines are in effect beginning with the current PPL Pay Period of July 2 - August 3, 2025.

(Please note the services that can be provided by an SDE: Community Based Supports, Individual Supports-Hourly, Interpreter Services, Respite, Supports Brokerage, Transportation – Self-Directed Employee)

For SDE Services delivered on or after July 21, 2025

Self-Directed Employees (SDEs) will have three pay-periods (approximately six weeks) to submit hours worked/services delivered to PPL: the pay period in which the hours worked/dates of service fall, or one of the next two pay periods after that.

- **EXAMPLE:** For a date of service of July 24, SDE submits for payment by August 5 (first pay-period deadline). If not submitted, SDE submits by August 19 (second pay-period deadline). If not submitted, SDE submits by final deadline of September 2 (third pay-period deadline).

PPL Pay Period Start Date	PPL Pay Period End Date	PPL Timesheet Submission Deadline Date
Monday, July 21, 2025	Sunday, August 3, 2025	Tuesday, August 5, 2025
Monday, August 4, 2025	Sunday, August 17, 2025	Tuesday, August 19, 2025
Monday, August 18, 2025	Sunday, August 31, 2025	Tuesday, September 2, 2025

For SDE services delivered on or before July 20, 2025 (and never submitted)

SDEs must submit timesheets for any hours worked/services delivered on or before July 20, 2025 and never submitted to PPL for payment, by **September 2, 2025**.