# How to Print a Timesheet

Personal Support Workers (PSWs) can print timesheets directly from eXPRS. These timesheets can also auto-populate with Service Delivered Billing Entries (SDs) that are in **Pending** status[1].

These timesheets must be signed by the PSW and their employer. They must then be submitted with the required progress notes to the authorizing Case Management Entity (CME) for review. CMEs **cannot** approve Pending SDs for payment without this documentation.
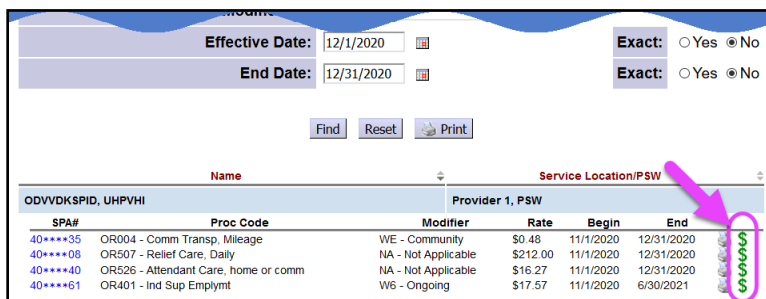
How to Print a Timesheet:

1) Login to eXPRS.

2) Select **Create Service Delivered Entries from Single Service Authorization.**
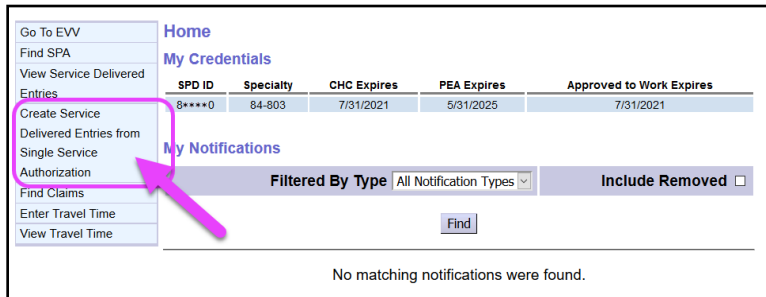
3) On the **Create Service Delivered Entries from Single Service Authorization** page, enter criteria to find Service Prior Authorizations (SPAs) and select **Find.**

4) From the results list, click on the Dollar ($) sign to view that authorization's SDs and to print the timesheet.

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[1] For instructions on how submit SDs, see the guide: **How to Create and Submit SD Billing Entries in the eXPRS Desktop Site.**

5) On the **Service Delivered by Service Authorization** page, click on the **PRINT** button shown below to print the timesheet for that authorization.

TIP: Timesheets printed in this way will only include SDs in **Pending** status.

6) The timesheet will open in a new browser window or tab. Select the print button to print a paper copy **OR** save an electronic version of the timesheet (e.g. a PDF document).
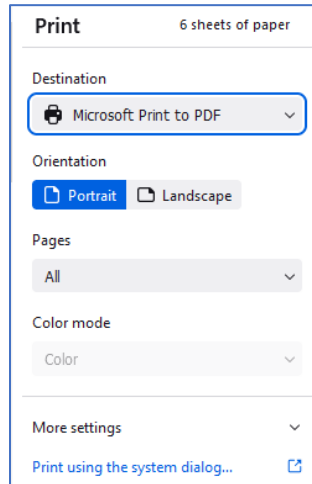

TIP: Printing timesheets is primarily designed to work with a laptop or desktop computer. Printing from a mobile device (e.g. phone or tablet) may be limited depending on the features and settings of the device.

APPENDIX A: Screenshots of the Print Window in Different Browsers

Firefox: Selecting the Print Button or CTRL + P

Google Chrome: Selecting the Print Button or CTRL + P
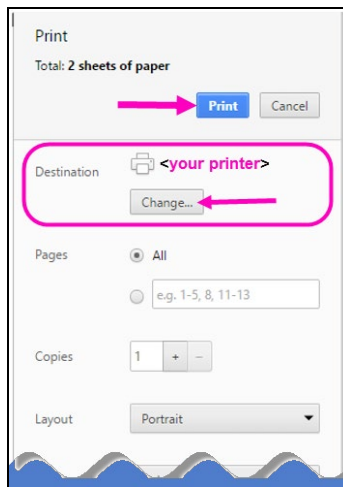
Microsoft Edge: Selecting the Print Button or CTRL + P