

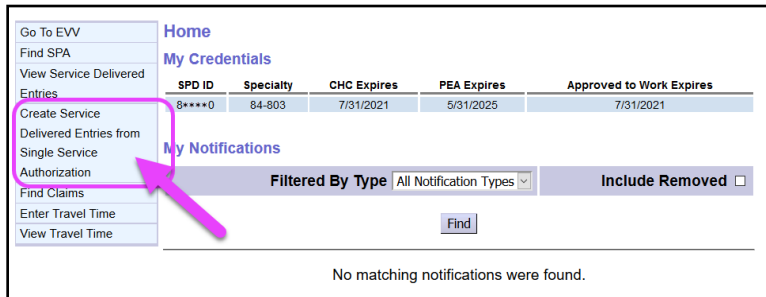
How to Print a Timesheet

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** status¹.

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.

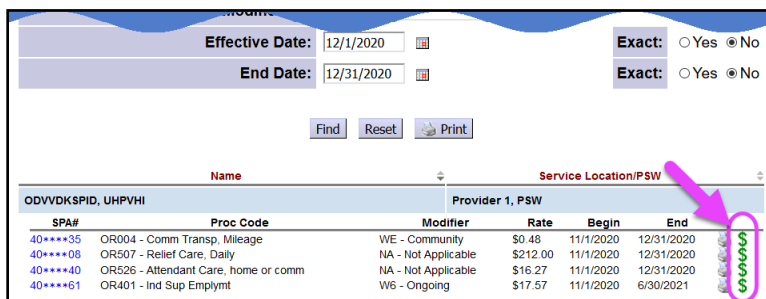
How to Print a Timesheet:

- 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.



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.

Select	Begin Date/Time	End Date/Time	Total Service Time	Billed Units	Group	Status	Start Time Change Reason	End Time Change Reason
<input type="checkbox"/>	11/10/2020 09:30:00 AM PST	11/10/2020 01:15:00 PM PST	3:45	No	Pending	No Internet service to clock in		
<input type="checkbox"/>	11/12/2020 09:30:00 AM PST	11/12/2020 12:58:00 PM PST	3:28	No	Pending	No Internet service to clock in		
<input type="checkbox"/>	11/15/2020 08:57:00 AM PST	11/15/2020 01:15:00 PM PST	4:18	No	Pending	No Internet service to clock in		
<input type="checkbox"/>					Draft	Reason		
			11:31			Cancel Changes		

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).

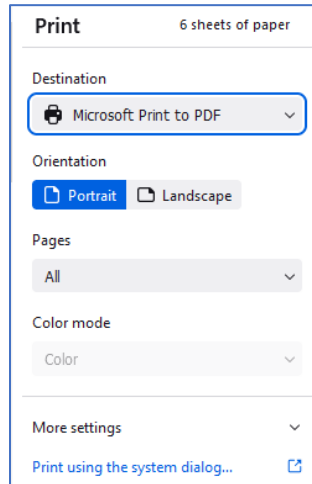
Customer Name: KBJBOMFMB, ODFJDM
 Provider Name: Provider 1, PSW
 CM Organization: Oregon County CM Provider
 Service: SE49/OR526 - Attendant Care, home or comm/NA - Not Applicable

Start Date/Time IN	End Date/Time OUT	Total Hours for Entry	Group? (yes/no)
11/10/2020 09:30:00 AM PST	11/10/2020 01:15:00 PM PST	3:45	No
11/12/2020 09:30:00 AM PST	11/12/2020 12:58:00 PM PST	3:28	No
11/15/2020 08:57:00 AM PST	11/15/2020 01:15:00 PM PST	4:18	No
		11:31	TOTAL HOURS

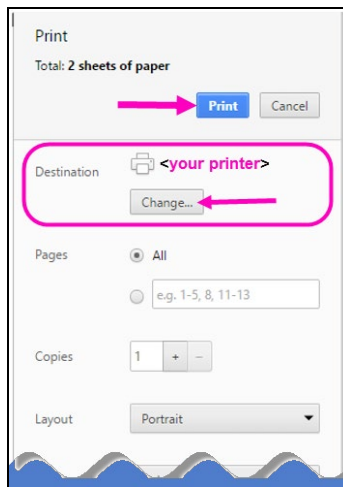
TIP: Printing timesheets is primarily designed to work with a laptop or desktop computer. Printing from a mobile device (e.g. phone or tablet) may be limited depending on the features and settings of the device.

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

