

Printing a Timesheet

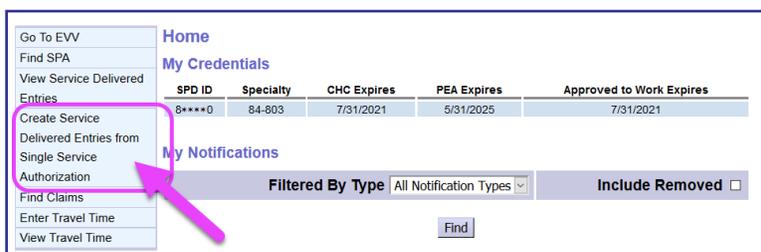
(updated 9/30/2025)

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

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 and select Create Service Delivered Entries from Single Service Authorization.



2. On the **Create Service Delivered Entries from Single Service Authorization** page, enter criteria to find Service Prior Authorizations (SPAs) and select **Find**.
3. From the results list, click on the Dollar (\$) sign to view that authorization's SDs and to print the timesheet.

¹ For instructions on creating and submitting SDs, see the guide: **Creating an SD on the eXPRS Desktop Site as a Personal Support Worker**.

Effective Date: 12/1/2020 Exact: Yes No
 End Date: 12/31/2020 Exact: Yes No

Find Reset Print

Name	Service Location/PSW				
ODVVDKSPID, UHPVHI	Provider 1, PSW				
SPA#	Proc Code	Modifier	Rate	Begin	End
40****35	OR004 - Comm Transp, Mileage	WE - Community	\$0.48	11/1/2020	12/31/2020
40****08	OR607 - Relief Care, Daily	NA - Not Applicable	\$212.00	11/1/2020	12/31/2020
40****40	OR526 - Attendant Care, home or comm	NA - Not Applicable	\$16.27	11/1/2020	12/31/2020
40****61	OR401 - Ind Sup Emplmt	W6 - Ongoing	\$17.57	11/1/2020	6/30/2021

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

Organization: Oregon County CM Provider
 Service: SE49/OR526 - Attendant Care, home or comm/NA - Not Applicable
 Rate: \$16.27 Review Req: Yes

Print

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.

- 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).

Print

Oregon Department of Human Services
 Express Payment & Reporting System (eXPRS)

eXPRS Plan of Care - Services Delivered Form

page 1 of 2 Date: 12/4/2020, 3:07:50 PM

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

Service Delivered On:

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.