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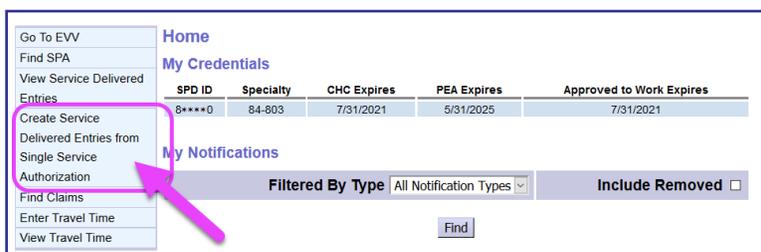
2. On the **Create Service Delivered Entries from Single Service Authorization** page, enter criteria to find Service Prior Authorizations (SPAs) and select **Find.**

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

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

4. 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.

5. 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.