

Deschutes County Personal Support Worker (PSW) Instructions

The enclosed green sheet is your official
notification of your
APPROVED TO WORK

Your Employer was notified via phone and received timesheets and copies of your employee paperwork for their records. You also have timesheets in this packet; please make copies as needed

Background checks are valid for two years

PLEASE TAKE NOTE OF YOUR APPROVED TO WORK EXPIRATION DATE

**If you miss the date to renew your background check
you are not allowed to work and you will not be paid**

To ensure you are always approved to work please set a reminder on your calendar/phone three months before the expiration date listed on your green sheet; when your reminder occurs make an appointment with Karen Grotjan at (541) 322 - 7540

Coordinate with your Employer regarding your work schedule

You and your Employer decide when you start working and this is based on or after the APPROVED TO WORK date

Common Questions & Answers

How many hours do I work? Talk to your Employer

Timesheet and Paycheck Questions? Contact Geneva.Blunt@deschutes.org

HOW TO GET PAID AS A PSW

Step #1: ENTER YOUR HOURS ONLINE in eXPRS by following these steps:

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| 1. Log on to eXPRS at https://apps.state.or.us/exprsWeb . Your eXPRS login should have been emailed to you. With any questions about eXPRS or your login, contact the DHS service desk at (503) 945-5623 or dhs.servicedesk@state.or.us |
| 2. Go to Plan of Care, Services Delivered, Create Services Delivered Entries |
| 3. Click on the green "\$" that corresponds with the client, service, and date range |
| 4. Enter your hours (date, start time, end time), save all, and submit |

Step #2: SUBMIT YOUR COMPLETED TIMESHEET to Deschutes County via ONE of these options:

| | |
|-------------------|--|
| <h2>Email</h2> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>To... <input type="text" value="PSW.Timesheets@deschutes.org"/></p> <p>Subject: <input type="text" value="ENCRYPT Firstname Lastname"/></p> </div> <ol style="list-style-type: none"> 1. Open a new email on your phone, tablet, or computer 2. The email address is: psw.timesheets@deschutes.org 3. In the subject line, type in all CAPS with the word ENCRYPT now press the space bar and then type your first and last name. 4. Again, in the subject line, PLEASE double check you have spelled the word ENCRYPT correctly, make sure you typed it in all CAPS, and ensure you pressed the space bar. (See image above.) 5. Click 'send' 6. Wait 30 seconds, and you will receive an automatic email with subject "Successful Encryption." This is how you know it sent correctly. <p style="text-align: center;">*Due to HIPAA Law, any email sent that is not encrypted cannot be accepted, so please double check that you've done step 4 correctly.*</p> |
| <h2>Fax</h2> | <p>to 541-330-4636</p> |
| <h2>Drop Off</h2> | <p>to 1340 NW Wall St. Bend</p> |

Both steps #1 and #2 need to be completed on or before the submission deadline in order for you to get paid on that pay cycle. Any hours or timesheets submitted late will be held for the following pay cycle. See Payroll Calendar for details.

Common Questions & Answers

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