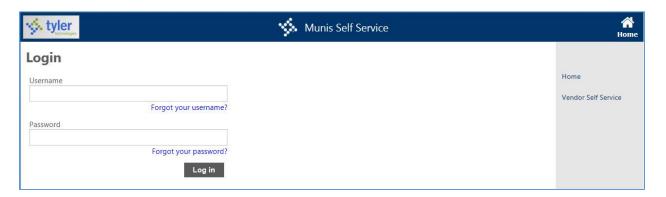
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This document describes the steps taken in order to create and submit an employee expense claim.

Caution: Pressing cancel at any time during the process will remove all inputted information.

1. Log into Employee Self-Service (ESS)



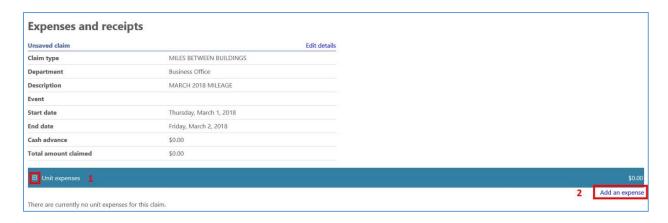
2. Click on the Add Claim link



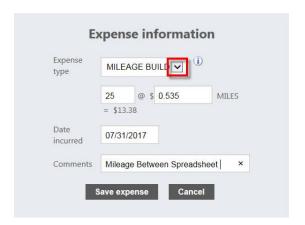
- 3. Choose Claim type and input required information; press continue
 - a. **CLAIM TYPES** (Breakdown)
 - i. **DUES AND FEES** (Do not include memberships)
 - ii. HOME SCHOOL VISITOR
 - iii. MILEAGE ONLY NOT BETWEEEN BUILDINGS
 - iv. MILES BETWEEEN BUILDINGS
 - v. OTHER
 - vi. **REGISTRATION**
 - vii. TRAVEL MILES, MEALS, MISC.



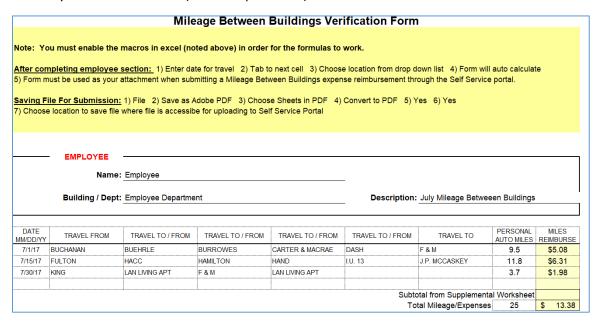
4. Expand Unit expense (1), then click Add an expense (2)



5. Choose expense from drop down (Highlighted Red Box), then input information, then save expense. Continue adding additional expenses if needed. **Make sure to choose the correct year for mileage reimbursements.**

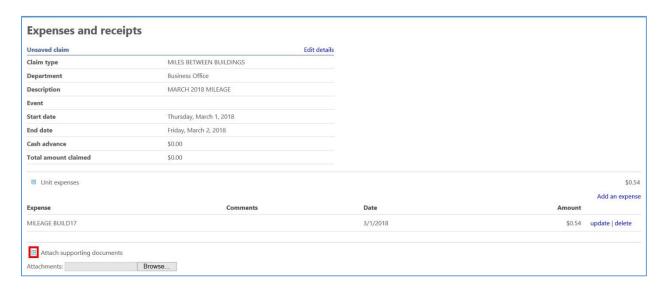


a. **For Mileage Between Buildings expense** (see example above), input total mileage for date submitted, and attach a completed Mileage Between Buildings Verification Form located here on the intranet as your documentation (see example below).



5. Continued

- b. For Mileage Only and/or Travel expense, input mileage separately for each day on the claim
- c. For meal expenses (under **Travel** dropdown); input each meal separately on the claim or the day total for each meal (do not combine all meals for all days to one line)
- d. For tolls, taxi, or parking expense (under **Travel** dropdown); input the expense for each day separately on the claim
- 6. Expand Attach supporting documents; Attach necessary supporting documentation
 - a. DO NOT ATTACH LINKS FOR MAPS OR EXPENSE DOCUMENTATON; YOUR CLAIM WILL BE REJECTED
 - b. Attachments must be in a PDF or image (JPG, PNG, or BMP) format

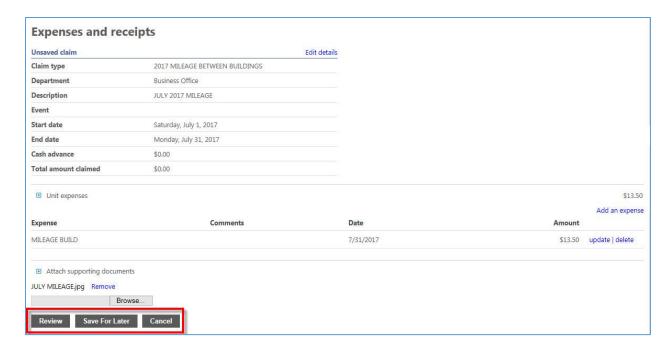


7. Expense Correction

a. If an expense needs corrected prior to releasing/submitting claim, choose update



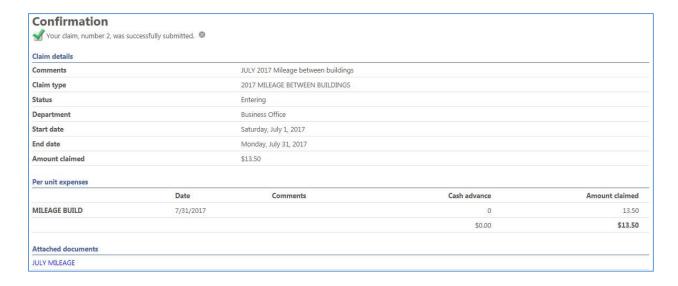
- 8. Review / Save For Later / Cancel
 - a. Review Moves claim to last step before submission
 - b. Save For Later (see direction 12) Saves claim for additional work, but does not submit
 - c. Cancel Deletes all inputted information for stated claim



- 9. Verify Expenses Submitting Claim
 - a. Review expenses claim and attachment
 - b. Click on consent box 1
 - c. Submit Claim 2



10. Confirmation



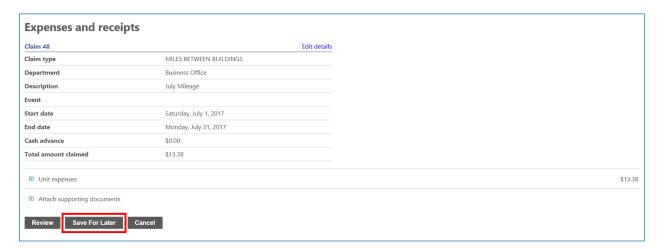
11. Expense Report History Status

- a. Entering Employee entering claim information
- b. Created Claim submitted for review (Being reviewed by Accounts Payable)
- c. Rejected Claim rejected; corrections needed (Claim returned to Employee for revisions)
- d. Allocated Claim expenses allocated (Claim approved by Accounts Payable)
- e. Released Claim released to approver (Claim being reviewed by Grant Manager or Cost Center)
- f. Approval Claim approved (Claim approved by Grant Manager or Cost Center)
- g. Reimbursed Claim released for payment (Claim forwarded to Payroll for payment)



12. Saving a Claim

a. To work on a claim at a later time, choose Save For Later



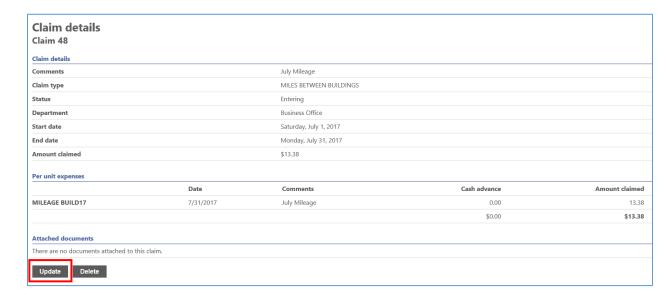
b. You will receive a Confirmation of your saved claim



c. To update saved claim, press on claim ID number on the Expense Reports homepage



- d. Then choose update, and continue claim process
- e. Once claim expenses are entered continue with Review (see directions 8 through 11)



13. Claim Rejection – Non Permissible Expense

- a. If the claim is not a permissible employee expense per District policy, the claim will be rejected, the claim will have a rejected status, and the employee will get an email explaining the reason for the rejection
- b. Once the claim rejection is explained to the employee, the rejected claim will be removed from the employee's Expense Reports homepage



14. Claim Rejection - Adjustments Required - Required Documentation / Expense Correction / Links

- a. If all the required supporting documentation is not attached to a claim, the initial expense item chosen is incorrect, or the attached documentation for the claim has links, the claim will get rejected.
- b. If the claim is rejected, the employee will get an email explaining the reason for the rejection
- c. The claim will go back to an entering status
- d. The employee will have to make the necessary corrections

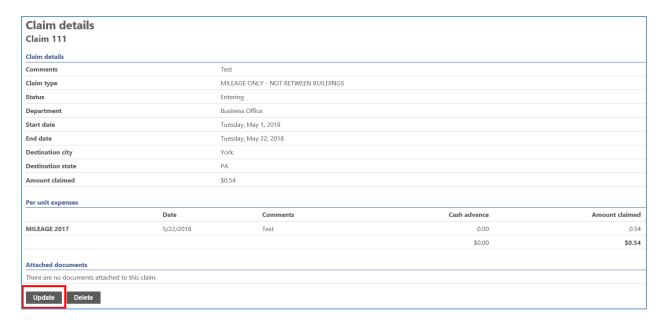


15. Claim Updates After Rejection

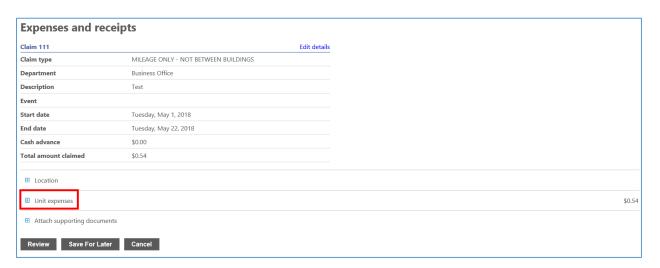
a. To adjust a rejected claim, press the claim ID number on the Expense Reports homepage



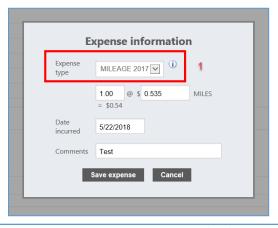
b. Choose Update



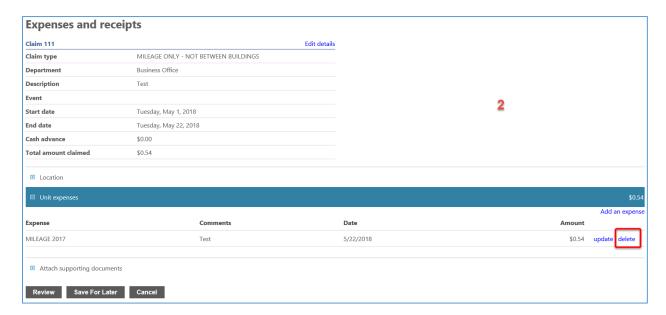
c. Expand Unit Expenses



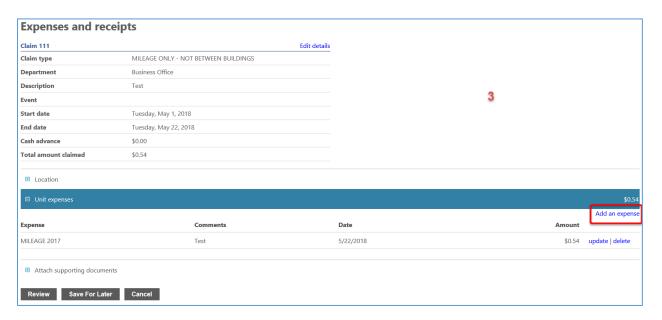
d. Since the actual drop down expense cannot be changed (1), the expense will have to be deleted (2), a correct expense added (3), and the correct expense drop down entered (4)



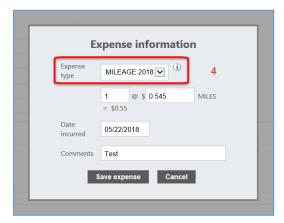
e. Press Delete for the expense that needs corrected



f. Press Add an expense to correct the rejected/deleted expense

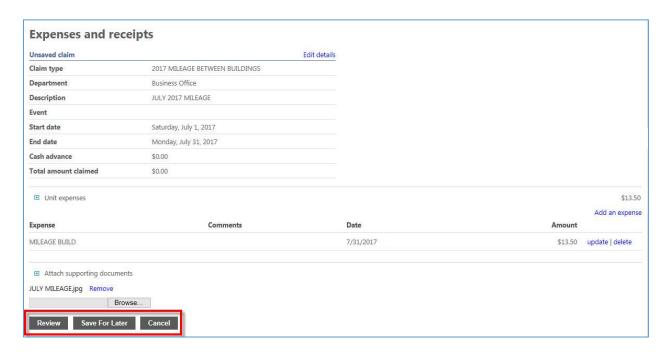


g. Choose correct expense from dropdown, and save the corrected expense



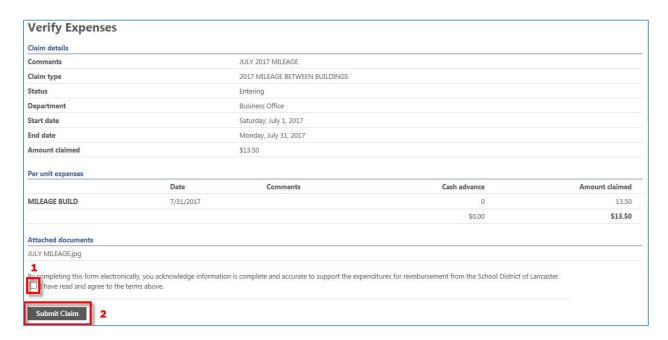
16. Review

a. Review – Moves claim to last step before submission



17. Submit Claim

- a. Click on consent box 1
- b. Submit Claim 2



18. Confirmation

