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Self Service Business Expense

Operating Policy and Procedure

Objective:

To process employee business expenses using information entered by employees, managers and supervisors on the Self Service Web site. Employees enter business expenses and labor distribution*. Supervisors and managers validate and approve the business expenses and labor distribution.

The process begins with agency human resources and/or payroll staff completing certain setup tasks. Departments must be assigned so supervisors have access to the employees they approve.

After employees enter business expense and labor distribution information, managers or supervisors can validate labor distribution. Appropriate and documented expenses must also be approved by managers or supervisors. In SEMA4, payroll staff reviews, validates and marks expenses approved. After the payroll is processed, payroll staff reviews a self service audit report.

*agency option

Click the following:

[Policy](#)

[Procedure](#)

Forms:

None

References:

Date: February 2011

Number PAY0049

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Self Service Business Expense Policy

Self Service business expense allows an agency to process business expenses using information entered by each employee on the Self Service Web site. An agency must obtain approval from Statewide Payroll Services prior to implementing Self Service business expenses.

Integrity of Employee Business Expense Information

The best control over the integrity of employees' business expense information is achieved when employees prepare their own business expense record and supervisors, who have direct knowledge of employees' work, review and approve business expense records.

Agencies are responsible for assigning employee job records to department IDs to properly reflect employee/supervisor relationships and for verifying and maintaining receipts and supporting documentation.

Employees are responsible for completing and modifying their business expense records.

All requirements for receipts and documentation of business expenses apply to expenses entered in Self Service.

Supervisors and managers are responsible for reviewing and approving employee business expenses. The supervisor or manager who is designated as the primary approver should be the most knowledgeable about the business expenses incurred by the employee. Primary approvers are responsible for approving employee business expenses.

If errors are found on a business expense record, the employee (not the supervisor/manager) should make the necessary changes. Use of backup approvers and payroll staff to modify or approve employee business expenses is permitted, but should be strictly limited. When backup approvers and payroll staff modify or approve business expenses, they should subsequently notify the primary supervisor/manager to ensure that the business expense modification or approval was appropriate. Employees should not approve their own business expenses.

Monitor and Review Business Expense Activity

Authorized agency payroll or accounting staff should monitor the Self Service business expense process using the Self Service Business Expense component in SEMA4. Agency management should be notified of problems/issues and should take steps to minimize occurrences.

Payroll staff should review the FIHR2470, Self Service Business Expense Audit Report (DocumentDirect/InfoPac ID HP2470). Complete a comprehensive review of the report each pay period. If a comprehensive review is not possible, review a representative sample each pay period. A comprehensive review must be completed on a quarterly basis. Audited sections or samples from the report must be kept with documented explanations. This report provides a list of employees whose business expense information was entered and approved in Self Service, but the employee did not personally complete their business expense, and/or the approval was not entered by the primary approver. Although permitted, this activity should be minimal and non-repetitive regarding a particular employee or primary approver. Agency management should be notified of on-going problems or patterns of difficulty and take steps to minimize occurrences.

You may also refer to the following topic(s):

PAY0021 - Employee Business/Travel Expenses - Operating Policy and Procedure

PAY0020 - Travel Advances - Operating Policy and Procedure



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Self Service Business Expense

Procedure

Self Service business expense allows an agency to process business expenses using information entered by each employee on the Self Service Web site. Self Service business expense is set up by department ID. Each manager or supervisor using Self Service business expense has security to access one or more department IDs. Each department ID includes the employees who report to that supervisor. All employees in a department ID must report to the same supervisor.

Agency Human Resources and/or Payroll Staff

1. Verify the department ID on position and job records so that employees are assigned to the correct department ID. Employees must be assigned to departments their manager or supervisor has security clearance to approve. This may involve creating new department IDs and changing the department ID on position and job records.
2. Set up managers or supervisors as either primary or backup approvers for department IDs in SEMA4.

Employees

3. Enter business expenses and labor distribution* on the Self Service Web site and submit receipts and supporting documentation.
4. Mark each expense "Complete."

Managers and supervisors

5. If using labor distribution, validate each expense group.
6. Review each expense group for accuracy. Check required receipts and eligibility and compliance with the bargaining agreements and compensation plans.
7. Contact employees when discrepancies, errors or problems are found and ask them to make corrections. Employees should make modifications and affix their electronic signatures by marking the modified expense complete. If an employee is unavailable, authorized staff may make the modification. The staff person should document the modification and the documentation should be maintained with all other required receipts and supporting documentation.
8. If using labor distribution, verify completion and accuracy of labor distribution.
9. If using labor distribution, revalidate and review until all errors are corrected for the expense group.
10. Mark each expense "Approved."

Agency Payroll Staff

11. Monitor the Self Service business expense process using the Self Service Business Expense component in SEMA4, so that all expense groups are marked "Manager Approved" and are ready for final review by the agency payroll staff.
12. Review business expense data and review and maintain receipts and supporting documentation.
13. Add labor distribution information if needed, and validate each expense group, correct errors and revalidate.

14. Mark each expense "Approved."
15. Access the FIHR2470, Self Service Business Expense Audit Report (DocumentDirect/InfoPac ID HP2470) on Monday of payday week. This report displays:
 - Employees who did not personally complete their business expenses, as well as the supervisor or manager who did complete business expenses for that employee.
 - Employees whose business expenses was approved by someone other than the primary approver for the department, as well as the person who approved the expense.
16. Complete the following:
 - Review the FIHR2470, Self Service Business Expense Audit Report. Complete a comprehensive review of the report each pay period. If a comprehensive review is not possible, review a representative sample each pay period. Obtain an explanation of why employees did not complete their own business expense, or why a backup approver approved expenses.
 - Record explanations of items on the audit report if printed, or some other document that should be maintained for audit purposes.
 - Review FIHR2470, Self Service Business Expense Audit Report, for possible trends where employees are not completing their business expenses, or primary approvers are not routinely approving expenses.
 - Notify agency management of ongoing problems or patterns of difficulty.
 - Steps should be taken by agency management to minimize recurrences.
17. Run On-Demand reports as needed or required by the agency. The On-Demand reports available in SEMA4 include:
 - FIHU0401, Employee Business Expense Earnings Data
 - FIHU0407, Business Expense Labor Distribution
 - FIHU0409, Business Expenses Entered in Self Service
 - FIHU0615, Self Service Managers By DeptID By Business Process
 - FIHU0616, Self Service Managers By DeptID By Business Process (entire agency)

*agency option

You may also refer to the following topic(s):

PAY0021 - Employee Business/Travel Expenses - Operating Policy and Procedure

PAY0020 - Travel Advances - Operating Policy and Procedure



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