

Self Service

Employee Business Expenses and Labor Distribution

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Introduction

You can enter your business expense reimbursement information using Self Service. This data is secured by your user ID and password. Your supervisor will use Self Service to approve the information you enter, and agency payroll staff will have the final review before processing the information.

You are not required to enter business expenses on these pages. You may continue to submit forms to the HR or payroll office in your agency. The records that you can view on the Business Expense pages will be ones that either you added, or your agency payroll office entered on your behalf as a result of a paper form that you submitted for processing. You will only be able to see expenses that have been entered with end dates after the date that your department was authorized to process business expenses in Self Service.

All requirements for receipts and documentation of business expenses apply to expenses entered in Self Service. Contact your agency HR/Payroll staff for instruction on how receipts and supporting documents are verified and maintained in your agency.

The Internal Revenue Service (IRS) requires employee business expenses to be submitted for reimbursement within "a reasonable period of time" - which is further defined as within 60 days after the expenses were paid or incurred. If not submitted within 60 days, the expense reimbursement is categorized as supplemental wages and becomes taxable for federal, state, FICA and Medicare; and withholding tax must be taken.

These instructions are intended for use at the time expenses are being entered. It is recommended that the user print the instructions so that they are easily accessible at the same time that entry is being done in Self Service.

General Information and Deadlines

There are five pages in the Self Service Business Expenses component:

- **Main:** This page defaults your personal and job information. You enter dates and expense descriptions on this page.
- **Mileage:** You enter mileage information such as trip miles, local miles and rates if appropriate. Multiple destinations or vehicle types can be entered for the same day.
- **Meals and Lodging:** You enter meal and lodging expenses on this page. You can specify breakfast, lunch and dinner separately, or "bunch" meal totals for the day.
- **Other Expenses:** All other expenses are entered on this page.
- **Advances:** You enter advance requests on this page

Your department has been authorized to use the labor distribution functionality for business expenses. Labor distribution information can be defaulted (and changed if necessary) on all of the business expense pages. Each expense row has its own labor distribution, and split coding can be used if necessary.

Business expenses that have been entered, approved by your supervisor and given final review and approval by agency staff no later than Thursday noon of the week you submit your time sheet, will be processed for the following payday.

Definitions

Expense Group ID

An **Expense Group ID** or **Expense ID** is a number used to identify a group of business expenses. It is assigned when a group of expenses is successfully saved for the first time. All rows in the expense group generally pertain to a particular event, trip or project. When an expense group ID is assigned to a business expense advance, that unique number is used when the advance is settled and expenses are entered. Related expenses are kept together in this way. Additional expense rows can be added to an expense group ID at any time.

Expense Status

Each business expense includes a processing status value that indicates the progress of the business expense from entry to payment.

STATUS VALUE	DEFINITION
New New/Not Ready Errors Errors Exist	Expenses in these statuses require additional approvals or further modification before being paid.
Ready	Expenses will be processed with the next pay calculation.
Processed	Expenses have either already been paid, or have been processed and will be paid on the next paycheck.

IRS Mileage Rate

The standard **IRS mileage rate** is established and updated periodically by the Internal Revenue Service. It determines the taxable amount of a mileage reimbursement. Any portion of mileage reimbursed at a rate greater than the IRS rate is added to taxable grosses (federal, state, FICA and Medicare) and is subject to withholding. Mileage reimbursed at a rate equal to or less than the IRS rate is not taxable.

The majority of bargaining agreements and compensation plans reference the IRS mileage rate as the rate an employee is to be reimbursed when they are required to use his/her personal (privately owned) automobile to conduct state business. Therefore, the Self Service business expense process automatically calculates mileage using the IRS mileage rate in effect on the date of travel entered on the **Mileage** page. If mileage should be reimbursed at a rate other than the IRS rate, the applicable rate should be entered, and the system will recalculate.

Access Business Expense Information

To access Business Expense information, take the following steps.

ACTION	RESULT
1. Access the Self Service Web site www.state.mn.us/employee .	State of Minnesota Self Service sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	Self Service page displays.
3. On the menu, select State of MN Self Service.	State of MN Self Service page displays.
4. Select Other Payroll.	The Other Payroll page displays.
<p>5. Select <u>Business Expenses</u>.</p> <p>The Select Business Expense page displays: You will be able to see all business expense groups (that have at least one expense row) that have been entered (either by you or agency staff on your behalf) with end dates since your department was authorized to process business expenses in Self Service.</p> <p>You will also see (at the top of the Select Business Expense page) a row identified in the Description column as "New Expense." If you have more than one job record (Empl Rcd Nbr) with one or more departments using the business expense process in Self Service, you will have a "New Expense" row for each record.</p>	<p>The Select Business Expense page allows you to view and modify previously entered expense groups or add a new expense group.</p>

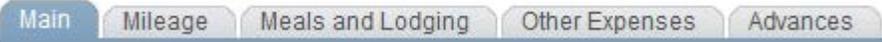
The **Select Business Expense** page includes a listing of all business expense groups with at least one expense row, with end dates since your department(s) was authorized to process business expenses in Self Service. As expense records are added, either by you in Self Service, or by agency staff using paper forms submitted by you, the business expense records that you can view will increase in number. Expense information is listed on the **Select Business Expense** page in chronological order, by end date, with the most recent dates appearing at the top of the list.

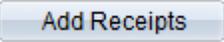
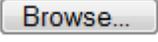
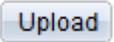
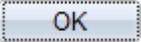
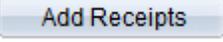
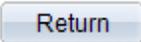
Do *not* use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using the Menu.

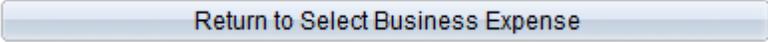
Enter Business Expense Reimbursements

The Business Expenses component has five pages: **Main, Mileage, Meals and Lodging, Other Expenses** and **Advances**. You can access any of the five pages by clicking the tabs at the top of the page or the links at the bottom of the page.

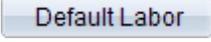
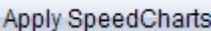
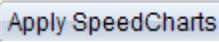
To enter business expense information, follow the instructions below.

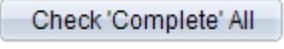
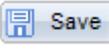
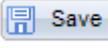
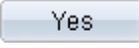
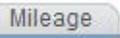
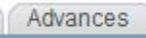
ACTION	RESULT
<p>1. On the Select Business Expense page, click the Go To  button on the row at the top of the list that is identified in the Description column as New Expense.</p> <p>If you have more than one current Empl Rcd Nbr, be certain to select the correct record.</p>	<p>The Main page (the first page of the Business Expenses component) displays. The following fields default with information based on your employee ID and record number:</p> <ul style="list-style-type: none"> • Name • ID • Empl Rcd#
	
<p>2. SEMA4 will assign a value in the Expense Group ID field when the business expense information is successfully saved for the first time.</p>	
<p>3. In the Start Date field, click the Choose a Date  button and select a date or enter the first day that expenses were incurred, or the first day of the trip.</p>	
<p>4. In the End Date field, click the Choose a Date  button and select a date or enter the last day expenses were incurred or the final day of the trip.</p> <p>Note: The end date must be the same as, or greater than, the start date. The time between the two dates cannot exceed one year.</p>	<p>The Dept ID and Position numbers and descriptions display after successfully entering the End Date and moving to the next field.</p>
<p>5. In the In State/Out of State field, click the combo box arrow  button and select the appropriate option.</p>	
<p>6. In the Expense Description field, enter a description for the expenses. The field allows up to 30 characters.</p>	
<p>7. The Expense Status field will display No Data Entered.</p>	
<p>8. SEMA4 will display the total dollar amount in the Total Trip Expense field for all rows within the expense group after they are marked Complete.</p>	

ACTION	RESULT
<p>9. If you have receipts to attach electronically, click the  Add Receipts button.</p> <ul style="list-style-type: none"> • Under the Receipts header, click the  Add button. • In the File Attachment pop-up box, click the  Browse... button. • In the Choose File to Upload window, locate the file you want to attach. • When the file/path name appears in the File Attachment pop-up box, click the  Upload button. 	<p>A message displays indicating the Add Attachment succeeded. Click the  OK button. The  Add button has been replaced with the  View button.</p>
<p>10. The Description field displays to the right of the  View button on the row added for the receipt. This is a required field that must be completed with text further describing the receipt. The Description field must be completed before the record can be successfully saved.</p>	
<p>NOTE:</p> <ul style="list-style-type: none"> • All receipts are added using the  Add Receipts button on the Main page, regardless of which page in the component will be used to enter the business expense detail (earn code, amount, etc.). • Receipts can be added before entering expenses on the other pages of the component; however in order to successfully save the Expense ID, at least one expense row must be added. 	
<p>11. To Add an additional receipt, click the Add a new row  button next to the  View button, and repeat steps 9 and 10 as many times as necessary.</p>	
<p>12. To view additional employee data, including salary authority, bargaining unit and addresses, click the Additional Data Additional Data link.</p>	<p>The Additional Employee Data page displays.</p>
<p>13. Click the Return  button to return to the Main page.</p>	<p>The Main page displays.</p>

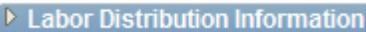
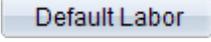
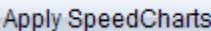
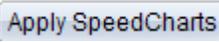
ACTION	RESULT
<p>14. The remaining three pages are:</p> <p>Mileage Meals and Lodging Other Expenses Advances</p> <p>They can be accessed in any order. Click the page tab for the type(s) of expenses you want to enter. If you do not have expenses to enter for a page, you do not need to access it.</p> <p>Continue with the instructions below. Each page has its own section of directions. You may skip sections for pages that do not apply to expenses you are entering.</p>	<p>You cannot successfully save information entered on the Main page until at least one row has been added on one of the other component pages.</p>
<p>15. Click on the Return to Select Business Expense</p> <p style="text-align: center;"></p> <p>button to return to the Select Business Expense page and the listing of Business Expense Data that includes links to other expense IDs entered previously.</p>	<p>If you do so, any information you entered on the Main page will not be saved.</p>
<p style="text-align: center;"></p>	<p>Select the Mileage page.</p>
<p>16. In the Earnings Code field, enter the earnings code or click the Earn Code Lookup  button and select a code from the list that displays.</p>	
<p>17. In the Date field, enter the date that the miles were driven, or click the Choose a Date  button and select a date.</p>	
<p>18. In the Description field, you can enter up to 30 characters to further identify the expense. When entering mileage, the description should include the location departed from, arrived at, vehicle control number (if appropriate) and mode of transportation, if not an automobile. An example of a description for mileage might be:</p> <p style="text-align: center;">St Paul-Bemidji – van-#23434545</p>	
<p>19. In the Trip Miles field, enter the number of miles traveled from city to city.</p>	<p>The system will calculate mileage based on the IRS mileage reimbursement rate effective on the date of travel. It will display in the Nontaxable Amount field.</p>
<p>20. In the Local Miles field, enter the number of miles traveled locally between destinations within the city.</p>	<p>The system will add local miles to trip miles and calculate total mileage based on the IRS mileage reimbursement rate effective on the date of travel. It will display in the Nontaxable Amount field.</p>

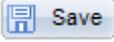
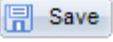
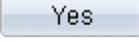
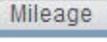
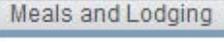
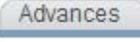
ACTION	RESULT
<p>21. In the Mileage rate field enter the appropriate mileage rate <i>only</i> if the mileage reimbursement rate is <i>other than</i> the IRS mileage reimbursement rate effective on the date of travel. For example, you will enter a rate in this field if the vehicle was a specially equipped van or motorcycle, or if your bargaining unit reimbursement rate for mileage is something other than the standard IRS mileage reimbursement rate.</p>	<p>The system will add local miles to trip miles and calculate total mileage based on the Mileage rate entered.</p> <p>If the mileage rate entered is less than the IRS mileage reimbursement rate, the total will display in the Nontaxable Amount column.</p> <p>If the mileage rate entered is greater than the IRS mileage reimbursement rate, the total amount to be reimbursed will be split between two fields, the Nontaxable Amount column, and the Taxable Amount column. When the record is saved, an additional row is also added by the system that displays the taxable mileage earnings code and the taxable amount.</p>
<p>When the first row of mileage has been completed (earnings code, date, description and system-calculated amount) the Copy Down  button displays.</p>	
<p>22. Choose one of the following:</p> <ul style="list-style-type: none"> • Click the Add a new row  button next to the Date field to add another row if you have mileage expenses to enter for other dates. • Click the Add a new row  button next to the Description field to add another row if you have miles to enter for the same date, but for other destinations or other vehicles. • Click the Copy Down  button on the right side of the page to copy the data on the last description row (or set of rows) within the earnings code and insert a new row (or set of rows) where the date is incremented by one day. Make changes to the data on the new row, if needed. • If you need to delete a row, click the Delete a row  button and the OK  button. 	

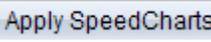
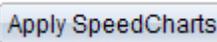
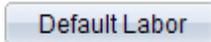
ACTION	RESULT
<p>23. Complete the labor distribution fields.</p> <p>The Labor Distribution Information  header displays, indicating that your agency has authorized you to enter information in the labor distribution fields. To view the Labor Distribution fields click the Expand section  arrow on the Labor Distribution Information header.</p> <p>The page does not <i>require</i> you to enter labor distribution information. However, you can:</p> <ul style="list-style-type: none"> • Populate the fields by clicking the Default Labor  button and modify that information if necessary. • Enter values in the labor distribution fields. • Leave the fields blank for your supervisor or payroll staff to complete. <p>Note: Some agencies use SpeedCharts to populate labor distribution fields. The SpeedChart field and the  button, will only display if at least one SpeedChart has been set up by your agency. You should check with your supervisor or HR/Payroll staff to determine if you should be using SpeedCharts. To use the SpeedChart functionality, use these steps:</p> <ul style="list-style-type: none"> • Enter the SpeedChart name in the SpeedChart field, or click the Look Up SpeedChart  button and select the SpeedChart. • Click the Apply SpeedCharts  button. SpeedChart funding information displays in the labor distribution fields. The information that displays is effective as of the date in the End Date field. • Modify and/or complete the fields, if necessary. <p>To split expenses between labor distribution rows, click the Add a new row  button under the Labor Distribution header to add additional labor distribution rows. Be sure to distribute the total amount of the expenses among all rows.</p>	<p>If you choose to click the Default Labor  button, all expense rows on the page that have earnings code information will be populated with accounting information from your position. If funding is split between multiple funding distribution rows, multiple rows will display.</p> <p>If you choose to use SpeedCharts, funding may be split between multiple funding distribution rows, and multiple rows will display.</p>

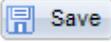
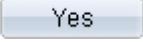
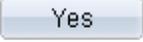
ACTION	RESULT
<p>24. After you have finished entering all mileage expenses, for all days, review all the rows for accuracy before marking them complete.</p> <p>To mark a business expense row complete, select the Complete? box. Or, to mark ALL rows on a page complete, click the Check Complete All  button.</p> <p>You are not required to save the information before moving to the next page, but you may choose to do so to avoid the risk of losing data if you should be interrupted and the self service application “times out.” To save your information, click the Save  button.</p>	<p>The Complete? box will display a checkmark <input checked="" type="checkbox"/> when the row has been marked complete.</p> <p>The total of rows marked complete displays in the Total Trip Expense field.</p> <p>Rows that have been marked Complete no longer display in detail, but are collapsed. Once collapsed, click the Expand section  button on header rows to expand and display information beneath the header row. Click the Collapse section  button to hide the information again.</p> <p>After clicking the Save  button, the system will display an affirmation message asking that you indicate that the claim is just and correct. Clicking the Yes  button will attach your electronic signature to the record.</p>
<p>    </p>	<p>Select the Meals and Lodging page.</p>
<p>25. In the Earnings Code field, enter the earnings code or click the Earn Code Lookup  button and select a code from the list that displays.</p>	
<p>26. In the Date field, enter the date that the expenses were incurred, or click the Choose a Date  button and select a date.</p> <p>Note: If lodging or meal expenses represent a total that includes amounts for multiple days (e.g., a hotel receipt showing an amount paid for a stay of three nights) you may choose one of the following:</p> <ul style="list-style-type: none"> • use one row (one date) to enter the total amount and indicate the explanation in the description field. • use multiple rows (multiple dates) to enter the amounts broken down day-by-day. <p>Check with HR/Payroll staff to determine how your agency prefers to handle these situations.</p>	
<p>27. If the Earnings Code selected was for meals, the Meal Type field displays. Click the combo box arrow  button and select the appropriate value.</p>	

ACTION	RESULT
<p>28. In the Description field, you can enter up to 30 characters to further identify the expense. When entering meals, the description should include departure and arrival times where necessary to establish eligibility for reimbursement. An example for a description for meals might be: Departed Home 5:45 a.m.</p>	
<p>29. In the Amount field, enter the amount of the expense.</p>	<p>When the first row on the page has been completed (earnings code, date, description and amount) the Copy Down  button displays on the right side of the page. You may need to use the horizontal scroll bar to see it.</p>
<p>30. Choose one of the following:</p> <ul style="list-style-type: none"> • Click the Add a new row  button next to the Date field to add another row if you have meals and/or lodging expenses to enter for other dates. • Click the Add a new row  button next to the Description field to add another row if you have meals and/or lodging expenses to enter for the same date. • Click the Copy Down  button on the right side of the page to copy the data on the last description row (or set of rows) within the earnings code and insert a new row (or set of rows) where the date is incremented by one day. Make changes to the data on the new row, if needed. • Click the Add a new row  button next to the Earnings Code field to add another expense row for a different earnings code if you have other meals and/or lodging expenses. • If you need to delete a row, click the Delete a row  button and the OK  button. 	

ACTION	RESULT
<p>31. Complete the labor distribution fields.</p> <p>The Labor Distribution Information  header displays, indicating that your agency has authorized you to enter information in the labor distribution fields. To view the Labor Distribution fields click the Expand section  arrow on the Labor Distribution Information header.</p> <p>The page does not <i>require</i> you to enter labor distribution information. However, you can:</p> <ul style="list-style-type: none"> • Populate the fields by clicking the Default Labor  button and modify that information if necessary. • Enter values in the labor distribution fields. • Leave the fields blank for your supervisor or payroll staff to complete. <p>Note: Some agencies use SpeedCharts to populate labor distribution fields. The SpeedChart field and the  button, will only display if at least one SpeedChart has been set up by your agency. You should check with your supervisor or HR/Payroll staff to determine if you should be using SpeedCharts. To use the SpeedChart functionality, use these steps:</p> <ul style="list-style-type: none"> • Enter the SpeedChart name in the SpeedChart field, or click the Look Up SpeedChart  button and select the SpeedChart. • Click the Apply SpeedCharts  button. SpeedChart funding information displays in the labor distribution fields. The information that displays is effective as of the date in the End Date field. • Modify and/or complete the fields, if necessary. <p>To split expenses between labor distribution rows, click the Add a new row  button under the Labor Distribution header to add additional labor distribution rows. Be sure to distribute the total amount of the expenses among all rows.</p>	<p>If you choose to click the Default Labor  button, all expense rows on the page that have earnings code information will be populated with accounting information from your position. If funding is split between multiple funding distribution rows, multiple rows will display.</p> <p>If you choose to use SpeedCharts, funding may be split between multiple funding distribution rows, and multiple rows will display.</p>

ACTION	RESULT
<p>32. After you have finished entering all meals and lodging expenses, for all days, review all the rows for accuracy before marking them complete.</p> <p>To mark a business expense row complete, select the Complete? box. Or, to mark ALL rows on a page complete, click the Check Complete All  button.</p> <p>You are not required to save the information before moving to the next page, but you may choose to do so to avoid the risk of losing data if you should be interrupted and the self service application “times out.” To save your information, click the Save  button.</p>	<p>The Complete? box will display a checkmark  check mark when the row has been marked complete.</p> <p>The total of rows marked complete displays in the Total Trip Expense field.</p> <p>After clicking the Save  button, the system will display an affirmation message asking that you indicate that the claim is just and correct. Clicking the Yes  button will attach your electronic signature to the record.</p>
<p>    </p>	<p>Select the Other Expenses page.</p>
<p>33. In the Earnings Code field, enter the earnings code or click the Look Up  button and select a code from the list that displays.</p>	
<p>34. In the Date field, enter the date that the expenses were incurred, or click the Choose a Date  button and select a date.</p>	
<p>35. In the Description field, you can enter up to 30 characters to further identify the expense.</p>	<p>This is an optional field.</p>
<p>36. In the Amount field, enter the amount of the expense.</p>	
<p>37. Click the Add a new row  button next to the description to add another expense for this same earn code and date.</p> <p>Click the Add a new row  button next to the Date field to add another expense row if you have expenses to enter for this same earnings code on a different day.</p> <p>Click the Add a new row  button next to the Earnings Code field to add another expense row for a different earnings code. Repeat steps 28 -31 as necessary.</p> <p>If you need to delete a row, click the Delete a row  and the OK  button.</p>	

ACTION	RESULT
<p>38. Complete the labor distribution fields.</p> <p>The Labor Distribution Information  header displays, indicating that your agency has authorized you to enter information in the labor distribution fields. To view the Labor Distribution fields click the Expand section  arrow on the Labor Distribution Information header.</p> <p>The page does not <i>require</i> you to enter labor distribution information. However, you can:</p> <ul style="list-style-type: none"> • Populate the fields by clicking the Default Labor  button and modify that information if necessary. • Enter values in the labor distribution fields. • Leave the fields blank for your supervisor or payroll staff to complete. <p>Note: Some agencies use SpeedCharts to populate labor distribution fields. The SpeedChart field and the  button, will only display if at least one SpeedChart has been set up by your agency. You should check with your supervisor or HR/Payroll staff to determine if you should be using SpeedCharts. To use the SpeedChart functionality, use these steps:</p> <ul style="list-style-type: none"> • Enter the SpeedChart name in the SpeedChart field, or click the Look Up SpeedChart  button and select the SpeedChart. • Click the Apply SpeedCharts  button. SpeedChart funding information displays in the labor distribution fields. The information that displays is effective as of the date in the End Date field. • Modify and/or complete the fields, if necessary. <p>To split expenses between labor distribution rows, click the Add a new row  button under the Labor Distribution header to add additional labor distribution rows. Be sure to distribute the total amount of the expenses among all rows.</p>	<p>If you choose to click the Default Labor  button, all expense rows on the page that have earnings code information will be populated with accounting information from your position. If funding is split between multiple funding distribution rows, multiple rows will display.</p> <p>If you choose to use SpeedCharts, funding may be split between multiple funding distribution rows, and multiple rows will display.</p>
<p>When all business expenses have been entered on all pages:</p>	
<p>39. After you have finished entering all other expenses, for all days, on all pages review all the rows for accuracy, and verify that all expense rows are marked complete.</p> <p>Select the Complete? box. Or, to mark ALL rows on a page complete, click the Check Complete All  button.</p>	<p>The Complete? box will display a checkmark  when the row has been marked complete.</p> <p>The total of rows marked complete displays in the Total Trip Expense field.</p>

ACTION	RESULT
<p>40. When all expenses have been entered and all rows have been marked Complete on all pages, click the Save  button and then the Yes  button.</p> <p>Note: Your supervisor cannot review expenses for approval until <u>ALL</u> rows of information are marked complete. If there is a problem, question or documentation issue with a single row, and it has not been marked complete, you may choose to delete that row so the others can be approved, and insert the row at a later date when the issue has been resolved.</p>	<p>The system will display an affirmation message asking that you indicate that the claim is just and correct. Clicking the Yes  button will attach your electronic signature to the record.</p>
<p>41. Notify your supervisor that your expenses are ready to approve.</p>	

To Exit

ACTION	RESULT
<p>1. If you want to return to the Select Business Expense page, click the Return to Select Business Expense  button.</p>	<p>The Select Business Expense page displays.</p>
<p>2. To return to the State of MN Self Service page:</p> <ul style="list-style-type: none"> Click the Home  link in the upper-right corner of the page. On the menu, click State of MN Self Service. 	<p>Self Service page displays.</p> <p>State of MN Self Service page displays.</p>
<p>3. When you are finished, click the Sign Out  link in the upper-right corner of the page.</p>	<p>State of Minnesota Self Service sign in page displays.</p>

Enter Business Expense Advance Request

The Business Expenses component has five pages: **Main, Mileage, Meals and Lodging, Other Expenses** and **Advances**. Only the **Main and Advance** pages are used when requesting a business expense advance for business travel or other business expenses that will occur in the future.

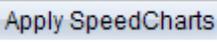
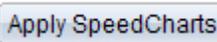
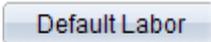
Remember -

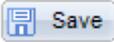
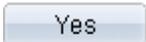
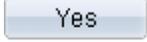
- You may have only one outstanding business expense advance at a time.
- You must settle advances within **five** days of the date you return from traveling.

To enter a request for a business expense advance, follow the instructions below.

ACTION	RESULT
<p>1. On the Select Business Expense page, click the Go To  button on the row at the top of the list that is identified in the Description column as New Expense - Employee Active.</p> <p>If you have multiple current Employment Rcd Nbrs, be certain to select the correct record.</p>	<p>The Main page (the first page of the Business Expense component) displays. The following fields default with information based on your employee ID and record number:</p> <ul style="list-style-type: none"> • Name • ID • Empl Rcd#
<p>2. SEMA4 will assign a value to the Expense Group ID field when the business expense advance information is successfully saved.</p>	
<p>3. In the Start Date field, enter the first day that you expect to incur expenses or the first day of the trip.</p>	
<p>4. In the End Date field, enter the last day you expect to incur expenses, or the final day of the trip.</p> <p>Note: The end date must be the same as, or greater than, the start date. The time between the two dates cannot exceed one year.</p>	<p>The Dept ID and Position numbers and descriptions display after successfully entering the End Date and moving to the next field.</p>
<p>5. In the In State/Out of State field, click the combo box arrow  button and select the appropriate option.</p>	
<p>6. In the Expense Description field, enter a description for the expenses. The field allows up to 30 characters.</p>	
<p>7. The Expense Status field will display No Data Entered.</p>	
<p>8. SEMA4 will calculate the total dollar amount of the advance request in the Total Trip Expense field for all rows within the expense group <i>after</i> they are marked Complete.</p>	

ACTION	RESULT
9. To view additional employee data, including salary authority, bargaining unit and addresses, click the Additional Data Additional Data link.	The Additional Employee Data page displays.
10. Click the Return  button to return to the Main page.	The Main page displays.
	Select the Advances page.
11. In the Earnings Code field, enter the earnings code or click the Earn Code Look Up  button and select a code from the list that displays.	
12. In the Description field, you can enter up to 30 characters to further identify the expenses.	
13. In the Amount field, enter the total amount of the advance request, including all categories of expenses.	

ACTION	RESULT
<p>14. Complete the labor distribution fields.</p> <p>The Labor Distribution Information  header displays, indicating that your agency has authorized you to enter information in the labor distribution fields. To view the Labor Distribution fields click the Expand section  arrow on the Labor Distribution Information header.</p> <p>The page does not <i>require</i> you to enter labor distribution information. However, you can:</p> <ul style="list-style-type: none"> • Populate the fields by clicking the Default Labor  button and modify that information if necessary. • Enter values in the labor distribution fields. • Leave the fields blank for your supervisor or payroll staff to complete. <p>Note: Some agencies use SpeedCharts to populate labor distribution fields. The SpeedChart field and the  button, will only display if at least one SpeedChart has been set up by your agency. You should check with your supervisor or HR/Payroll staff to determine if you should be using SpeedCharts. To use the SpeedChart functionality, use these steps:</p> <ul style="list-style-type: none"> • Enter the SpeedChart name in the SpeedChart field, or click the Look Up SpeedChart  button and select the SpeedChart. • Click the Apply SpeedCharts  button. SpeedChart funding information displays in the labor distribution fields. The information that displays is effective as of the date in the End Date field. • Modify and/or complete the fields, if necessary. <p>To split expenses between labor distribution rows, click the Add a new row  button under the Labor Distribution header to add additional labor distribution rows. Be sure to distribute the total amount of the expenses among all rows.</p>	<p>If you choose to click the Default Labor  button, all expense rows on the page that have earnings code information will be populated with accounting information from your position. If funding is split between multiple funding distribution rows, multiple rows will display.</p> <p>If you choose to use SpeedCharts, funding may be split between multiple funding distribution rows, and multiple rows will display.</p>
<p>15. Select the Complete? box.</p>	<p>The Complete? box will display a checkmark  when the row has been marked complete.</p> <p>Rows marked complete are totaled in the Total Trip Expense field.</p>

ACTION	RESULT
<p>16. Click the Save  button and then the Yes  button, to save the Advance row.</p> <p>After expenses have been incurred, and you are settling the advance, you will use the same Expense Group ID to enter actual expenses.</p>	<p>This assigns an Expense Group ID. The system will display an affirmation message asking that you indicate that the claim is just and correct. Clicking the Yes  button will attach your electronic signature to the record.</p>

To Exit

ACTION	RESULT
<p>1. If you want to return to the Select Business Expense page, click the Return to Select Business Expense  button.</p>	<p>The Select Business Expense page displays.</p>
<p>2. To return to the State of MN Self Service page:</p> <ul style="list-style-type: none"> Click the Home  link in the upper-right corner of the page. On the menu, click State of MN Self Service. 	<p>Self Service page displays.</p> <p>State of MN Self Service page displays.</p>
<p>3. When you are finished, click the Sign Out  link in the upper-right corner of the page.</p>	<p>State of Minnesota Self Service sign in page displays.</p>

Enter Business Expense Advance Settlement

The Business Expenses component has five pages: **Main**, **Mileage**, **Meals and Lodging**, **Other Expenses**, and **Advances**. You used the **Main** and **Advance** pages when you requested a business expense advance for business travel or other business expenses. You will use the remaining pages, **Mileage**, **Meals and Lodging** and **Other Expenses** to settle the advance now that expenses have been incurred.

Remember -

- You may have only one outstanding business expense advance at a time.
- You must settle advances within **five** days of the date you return from traveling.

The process for settling an advance has two parts. First, actual trip expenses are entered for payment. Secondly, the dollar amount of the advance is recaptured. You will enter the actual expenses, and your agency payroll staff will enter the recapture when they process the final approval.

- If the total amount of the advance is **equal to** the total amount of the expenses, there will be no effect on your paycheck.
- If expenses **exceed** the amount of the advance, you will receive the difference on the next paycheck.
- If expenses are **less than** the amount of the advance, the difference will be deducted from the next paycheck.

To enter business expense advance settlement information, follow the instructions below.

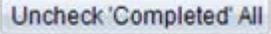
ACTION	RESULT
1. On the Select Business Expense page, click the Go To  button on the row of the Expense Group ID that represents the advance that you received. Always settle the advance by entering expenses on the same expense group ID that was created when the advance was paid.	The Main page (the first page of the Business Expense component) displays.
2. The Total Trip Expense field will display the amount of the advance.	
3. You will enter expenses on the following pages: Mileage Meals and Lodging Other Expenses The pages can be accessed in any order. Click the page tab for the type(s) of expenses you want to enter. If you do not have expenses to enter for a page, you do not need to access it. You will enter expenses according to the Enter Business Expenses Reimbursements instructions in this document beginning on page 5, step 9. Each expense page has its own section of directions. You may skip sections for pages that do not apply to expenses you are entering.	
Your agency payroll staff will enter the advance recapture prior to final approval. When the recapture amount is entered, the advance will be settled and the Total Trip Expense field will display the actual total dollars spent for this expense group ID.	

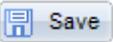
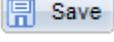
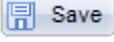
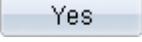
To Exit

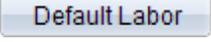
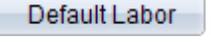
ACTION	RESULT
<p>1. If you want to return to the Select Business Expense page, click the Return to Select Business Expense</p>  <p>button.</p>	<p>The Select Business Expense page displays.</p>
<p>2. To return to the State of MN Self Service page:</p> <ul style="list-style-type: none">• Click the Home Home link in the upper-right corner of the page.• On the menu, click State of MN Self Service.	<p>Self Service page displays.</p> <p>State of MN Self Service page displays.</p>
<p>3. When you are finished, click the Sign Out Sign out link in the upper-right corner of the page.</p>	<p>State of Minnesota Self Service sign in page displays.</p>

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency HR/Payroll office.

PROBLEM	SOLUTION
I received an error message that a value is invalid or does not match one of the allowable values.	The earnings code is typed incorrectly or is one that security does not allow. Be certain you made the correct selection in the In State/Out of State field. Only the earnings codes corresponding to the travel destination (in or out of the State of Minnesota) are available in the drop down box. Click the Earn Code Look Up  button to look up the code.
I checked the Complete? box but now I need to make a change and I can't type in the fields of the business expense pages.	<ul style="list-style-type: none"> • Uncheck the Complete? box and you will be able to make changes. When you're done, check the Complete? box. Remember to save the changes on the page and to click Yes. • Check with your supervisor. If your business expense was already approved, your supervisor has to withdraw the approval before you can uncheck the Complete? box to give you access.
The Total Trip Expense field is blank, but I have entered several rows of expenses.	SEMA4 will display the expense total in the Total Trip Expense field for all rows within the expense group only <i>after</i> they are marked complete.
The Total Trip Expense field does not add up to the total of all the expense rows that were entered.	Since the Total Trip Expense field amount includes only rows marked Complete? , review the expenses to make certain that all rows are marked with a check in the Complete? box.
The address that appears as my home address when I click Additional Data link is incorrect.	You need to update your address using the My Personal Information link on the State of MN Self Service page. After your agency staff approves the change, the new address will display.
I attached a receipt electronically in error, and now I can't delete it.	Once a receipt has been added, and your agency payroll staff has approved any of the expenses on the Expense ID, an attached receipt cannot be deleted.
Mileage is not calculating at the correct rate.	SEMA4 calculates mileage using the standard IRS rate in effect on the date the miles are recorded. If the reimbursement rate should be something <u>other than</u> the standard IRS rate on that date, the reimbursement rate can be overridden and calculated with a different per mile amount by entering that amount in the Mileage rate field.
I can't delete a row that appears on the Mileage page with earnings code MIT (or MOT).	Rows with MIT (Mileage Taxable Instate) or MOT (Mileage Taxable Outstate) earnings codes were generated by SEMA4 as a result of entering a mileage reimbursement rate that is more than the IRS rate and therefore is taxable. You cannot delete these rows. However, if that row is an error and the mileage rate should not be more than the IRS rate, click the Uncheck 'Completed' All  button. Delete the Mileage rate for all rows that list a Taxable Amount . The mileage rate will default to the IRS rate. Click the Check 'Complete' All  button. The MIT or MOT row will remain, but the Amount value will now be blank.
When I click the Copy Down  button the date is not incremented on the inserted row.	The date will never increment beyond the trip end date. If the date on the copied row <u>is</u> the trip end date, then the new inserted row will also have the trip end date on it.

PROBLEM	SOLUTION
<p>I would like to use the copy down function, but the Copy Down  button no longer displays.</p>	<p>The Copy Down  button disappears from a row when it is marked complete. Therefore, to copy a completed row you must first uncheck the Complete? box. Once the Complete? box is unchecked, you may need to make a change or add a row before the Copy Down  button displays again. Also, you can never use the copy down function on a row that has been processed.</p>
<p>I do not have any idea what values to include in the fields marked Labor Distribution Information.</p>	<p>You are not required to enter labor distribution information. However, you can enter values in the labor distribution fields, populate the fields by clicking the Default Labor  button, use SpeedCharts (if available), or leave the fields blank.</p>
<p>There is no field specified for indicating the time of departure and arrival like there was on the paper SEMA4 Employee Expense Report form.</p>	<p>Enter the departure and arrival times in the Description field on the Meals and Lodging page.</p>
<p>There is no field specified for indicating my 1-Way Commute Miles like there was on the paper SEMA4 Employee Expense Report form.</p>	<p>Enter the 1-Way Commute Miles in the Description field on the Mileage page.</p>
<p>There is no field specified for indicating the vehicle control number like there was on the paper SEMA4 Employee Expense Report form.</p>	<p>Enter the vehicle control number in the Description field on the Mileage page.</p>
<p>I cannot see the information entered on the body of the business expense pages.</p>	<p>Click the Expand section  arrow on header rows to expand and display information beneath the header row. Click the Collapse section  arrow to hide the information again.</p>
<p>Do I need to click the Save  button on every page?</p>	<p>Clicking the Save  button on any single page in the business expenses component will save the information on all five pages. You are not required to save the information on a page before moving to the next page. But you may choose to do so to avoid the risk of losing data if you should be interrupted and the self service application “times out.”</p> <p>After clicking the Save  button, the system will display an affirmation message asking that you indicate that the claim is just and correct. Clicking the Yes  button will attach your electronic signature.</p>
<p>It doesn't appear that my supervisor has approved my business expense entries.</p>	<p>Only expense group IDs that have ALL rows marked Complete will be reviewed by managers/supervisors for approval. If there is a problem, question or documentation issue with a single row, and it has not been marked complete, you may choose to delete that row so the others can be approved, and insert the row at a later date when the issue has been resolved.</p>

PROBLEM	SOLUTION
<p>Clicking the Default Labor  button does not appear to populate the labor distribution fields.</p>	<p>The button will only default labor distribution values for the rows with earnings codes on the page that you are on when you click the Default Labor  button.</p>
<p>I forgot to include an expense, or I was underpaid for a trip, that I have already entered, my supervisor has already approved, and has been processed.</p>	<p>You may add additional expense rows to a processed expense group ID at any time.</p>
<p>My expenses were inadvertently overpaid.</p>	<p>You will need to contact your payroll staff and explain the overpayment. They will need to enter the changes to fix the overpayment.</p>
<p>I was unable to enter additional rows to an expense group that was marked complete and approved – but was not yet processed.</p>	<p>You can only add an additional row to an unprocessed expense group if the earnings code on the new row does not duplicate those rows already entered and marked approved.</p> <p>If you have additional expenses to add to a row with an earnings code already marked complete and approved, you must change the amount on the existing row. To do so, you must first have your supervisor uncheck the Approved? box. Then you must uncheck the Complete? box in order to make the modification. After you have made the change, you will need to check the Complete? box again and save the row(s) before your supervisor can check the Approved? box.</p> <p>If all existing rows on an expense group have been processed, you can add additional rows with any earnings code.</p>
<p>There is an expense row that I did not enter, with earnings code, BTX, on a processed business expense record. How did it get there, and what is it for?</p>	<p>The Internal Revenue Service (IRS) requires that if an employee does not submit expenses for reimbursement within 60 days after the expenses were paid or incurred, the reimbursement is categorized as supplemental wages, becomes taxable and withholding tax must be taken.</p> <p>If a reimbursement is taxable because it was not submitted within 60 days of incurring the expense, an expense row with the non-paying earn code, BTX, is added. This BTX row is created during the final agency staff approval process, and it will display on the Other Expenses page when the approval process is complete. The BTX amount is not included in the Total Trip Expense field.</p>
<p>I don't see the SpeedChart field. Is there something wrong with my record?</p>	<p>No. Your organization has chosen not to use SpeedCharts at this time.</p>