

Self Service

Business Expenses: Payroll and Human Resources Staff Instructions

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Introduction

Employees use Self Service Business Expenses to enter business expense reimbursement information. Managers use it to validate and approve the information entered. Those using Self Service Business Expenses can be authorized to enter business expense AND labor distribution, or they can be allowed to enter ONLY the expense information. Agencies must request that Statewide Payroll Services set up departments in SEMA4 to allow for the use of business expenses in Self Service. Before employees and managers can use business expenses in Self Service, agency HR and payroll staff complete security setup tasks. After employees and managers complete their business expense tasks, payroll staff validate and give final approval to the records prior to processing. After the payroll is processed, payroll staff reviews a self service audit report and other on-demand reports as needed.

Considerations

The business expense process in Self Service can accommodate nearly all reimbursement scenarios. However, there may be circumstances when an employee will still need to submit the SEMA4 Employee Expense Report form.

- When initially implementing self service business expenses, employees will be unable to access advances that were processed prior to their department being authorized for business expense entry in self service. As a result, employees will need to settle those advances using the SEMA4 Employee Expense Report. Only advances requested and approved in Self Service can be settled in Self Service.
- Employees can only enter business expenses in Self Service for expense groups that include an End Date that is after the effective date that the employee's department was approved by Statewide Payroll Services to input business expenses in Self Service. If employees try to enter expenses with an End Date prior to the date their department was approved for self service, they will receive an error message saying, "You are not eligible for Self Service as of (year-month-day)."

For example: A department was approved to enter business expenses in Self Service effective on June 1, 2011. On June 2, an employee tries to enter expenses for a trip that ended May 30. The employee will receive the "not eligible" error and will need to submit the expenses on the SEMA4 Employee Expense Report.

The next section of these instructions lists self service business expense setup tasks and business expense entry tasks.

Setup and Continuing Maintenance

Human Resources or Payroll Staff

- Send a request to Statewide Payroll Services listing the departments that should be set up to use Self Service Business Expenses.
- Verify position and job records for employees and managers using Self Service for business expense entry. Employees whose business expense and labor distribution is approved by a given manager must be in the same department ID. This may involve creating new department IDs and assigning employees to these departments by changing the department IDs on their position and job records. Update department structure and department IDs in SEMA4 (if necessary) on positions and jobs so that employees are assigned to the department IDs that their managers are authorized to approve.
- Set up security for managers and backups who will be authorized to approve business expenses in each department.

Entering Business Expenses

Employees

- Enter business expense and labor information (if applicable) and mark it Complete.

Managers or supervisors

- Review the business expenses for each employee listed on the Select Business Expense page on the Self Service Web site, www.state.mn.us/employee. Expense groups with the Approval Flag of Employee Complete are ready for review and approval by the manager or supervisor.
- Ask the employee to make changes if any are needed. If the employee is unavailable, make changes or corrections.
- Approve each expense or advance that meets all requirements.
- If the department uses labor distribution, validate labor distribution. Correct errors and revalidate.
- Verify that all expense groups have been reviewed.

Payroll Staff

- Monitor the progress of business expenses entered in Self Service on the **Business Expense Status** page and/or the Self Service Business Expenses component pages in SEMA4. Expense groups with the **Approval Flag** of Manager Approved are ready for review and approval by payroll staff.
- Review and apply agency approval to expenses on the **Business Expense** page. Check that required receipts have been submitted and reflect the same amounts as the amounts the employee entered.
- Approve and process labor distribution.
- Validate each expense group, correcting errors and revalidating until no errors exist.
- Review business expense reports:
 - FIHU0407, Business Expense Labor Distribution
 - FIHU0409, Business Expenses Entered in Self Service
 - FIHR2470, Self Service Business Expense Audit Report
- Review the following reports periodically to confirm that appropriate security has been assigned to managers for approving Self Service business expense records:
 - FIHU0615, Self Service Managers by DeptID by Business Process
 - FIHU0616, Self Service Managers by DeptID by Business Process (entire agency)

Process for Implementing Business Expenses in Self Service

Implementing business expense processing in Self Service is not dependent on a pay period begin date or end date. As long as all the set up tasks have been accomplished, employees within a department may begin entering business expenses on any day within the pay period.

The first step is to notify Statewide Payroll Services of departments that you want to set up for processing business expense in Self Service. You must indicate whether you want the department authorized to enter business expenses only, or business expenses and labor distribution.

Secondly, agency staff must enter any HR transactions that might be necessary to move employees into departments organized for business expenses. Once a department is authorized by Statewide Payroll Services for business expense entry, all employees within that department will have access to the business expense pages by clicking the Business Expenses icon or link on the Other Payroll page in Self Service.

The next step is to use the Self-Service Security page to set up approvers for business expenses in Self Service. On the day after the Self-Service Security page that establishes approvers for a department has been successfully saved in SEMA4, the Manager Tasks icon will appear for managers on their main State of MN Self Service page. It will include access to the business expense pages.

After setup has been completed, the important deadline for employees, managers and payroll staff to remember is this:

All expenses that have been entered by employees, approved by managers, and given final agency approval by noon on Thursday of payroll processing week, will be processed for the following payday.

Table 1: Calendar of Important Self Service Deadlines for Each Pay Period

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|-----------------------|------------------|--|---------------|
| | Pay Period End | | Agency Expense Approval Deadline Noon | |
| | | | | PAYDAY |

HR Staff: Update Department Structure and Assign Employees to Departments

Employee business expense entry and manager approvals in Self Service are organized by department ID. Each manager or supervisor who uses Self Service business expenses is authorized to approve business expenses for employees in one or more department IDs. All employees in a department ID must have their business expenses approved by the same supervisor.

For example, say an agency has ten employees assigned to four department IDs. The employees report to two supervisors.

Table 2: EXAMPLE - Department ID Security Setup for Supervisors with Approving Capability in Self Service.

| Employees | Department ID | Supervisor | Security |
|------------------|----------------------|-------------------|--|
| Ann, Joe, Dan | G100000 | Susan | Susan must be authorized to approve department IDs G100000 and G100040 |
| Amy, Bill, Val | G100040 | Susan | |
| Tony, Mary | G100060 | Jason | Jason must be authorized to approve department IDs G100060 and G100080 |
| Dave, Joy | G100080 | Jason | |

Before employees and managers can use self service business expenses, agency human resources staff may need to reassign employees and positions to department IDs that supervisors can access.

To change the department ID on a position or job record:

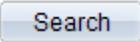
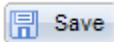
For assistance in changing the department ID on the position or job record, refer to the steps in SEMA4 Help. In the Index, look up department ID change for employee or for position.

Payroll Staff: Set up Security for Approvals

Payroll staff uses the **Self-Service Security** page in SEMA4 to authorize supervisors, managers and other staff to approve business expense and labor distribution information in Self Service.

For each department, there must be one person assigned as the Primary approver. In addition, there should be an appropriate number of “back up” approvers who can approve business expenses in the absence of the primary approver. Backup approvers might be a department manager, director or payroll staff.

To authorize employees who can approve input:

1. In SEMA4, select **Payroll > Other > Self-Service Security**.
2. In the search box, enter the **SetID** for your agency. (SetID is agency number plus MN. For example, T79MN is the SetID for the Department of Transportation.) Alternatively, enter a department ID, partial department ID, or description. Click the Search  button.
3. Search results display.
4. Select the department for which you are authorizing employees who can approve business expenses. The **Self-Service Security** page appears for the selected department.
5. Choose one of the following:
 - If the **Business Process** field is blank, click the Select a Value  button and select Business Expenses.
 - If the **Business Process** field contains a value, click View All on the Self Service Manager Access by Business Process header bar.
 - If security has already been established for the Business Expenses business process, scroll down to where that business process displays.
 - If Business Expenses does not appear as a business process for which security has been established, click the Add a New Row  button to the right of the **Business Process** field. Then click the Select a Value  button and select Business Expenses.
6. To add an additional approver for the Business Process, click the Add a New Row  button on an existing approver row.
7. Click in the first **User ID** field and type the 8-digit User ID (Employee ID) of the employee being authorized to approve input. Tab out of the field and the employee’s name displays.
8. Select the **Primary?** check box if the user will be the primary person to approve business expenses for the department on a regular basis. Only one user can be selected as Primary. All other users are backup approvers. Agencies can set up as many backup approvers as necessary.
9. The **Manager Business Process?** check box is selected automatically for all User IDs and should not be changed.
10. To add another **User ID**, click the Add a New Row  button to the right of the check boxes. To delete a **User ID**, click the Delete a Row  button to the right of the check boxes.
11. When security setup is complete for the department, click the Save  button.

Payroll Staff: Complete the Business Expense Process and Review Reports

1. On Tuesday, Wednesday and Thursday of payroll processing week, monitor the progress of business expenses entered in Self Service using the following resources. Expenses with the Approval Flag of Manager Approved are ready for review and approval by payroll staff.
 - The **Business Expense Status** page
 - The **Business Expense Review** search page
 - The **Self Service Business Expenses** component pages (**Main, Mileage, Meals and Lodging, Other Expenses** and **Advances**). These pages are view only, and give complete details of what was entered by employees and managers.
2. Using the **Business Expense** page, review and apply agency approval to expenses. Check that required receipts have been submitted and reflect the same amounts as the amounts the employee entered.
3. Approve and process labor distribution.
4. Once a receipt has been added, and payroll staff has approved any of the expenses on the Expense ID, an attached receipt cannot be deleted.
5. Validate each expense group, correcting errors and revalidating until no errors exist.
6. Enter additional business expense reports that were not submitted via Self Service.
7. Review business expense reports.
 - FIHU0407, Business Expense Labor Distribution (On Demand)
 - FIHU0409, Business Expenses Entered in Self Service (On Demand)
 - FIHR2470, Self Service Business Expense Audit Report (Document Direct/InfoPac ID HP2470)
8. Review the following reports periodically to confirm that appropriate security has been assigned to managers for approving Self Service business expenses entry records:
 - FIHU0615, Self Service Managers by DeptID by Business Process (On Demand)
 - FIHU0616, Self Service Managers by DeptID by Business Process (entire agency) (On Demand)