



Things You Need to Know About ESS Expense Reimbursement

Who can make Vendor ID requests or changes to employee information?

- Agency AP departments can no longer add employee vendors
- SAO Vendor Payment Management group can no longer update employee vendors.
- Employees are responsible for **ALL** requests, additions and changes

Where do employees request Vendor IDs or make changes to their information?

- Employees go to TeamWorks Employee Self Service and after logging in, go to the Employee Expense Reimbursement page

What about data and information?

- Data will now be transmitted from HCM to the Financial system
- Data transmission to the Financial system is FSCM is real time – no lag
- After any change in employee information, a confirming email is sent to the employee
- This is mutually exclusive of Payroll Direct Deposit (different menu item and page) – no correlation

What do employees need to do?

- If you already have a vendor id in Financials, you don't need to do anything unless you want to change your bank account info or address (vendor id doesn't change)
- If you don't have a vendor id, when you register, it will be "EO" + employee id
- If you are not sure if you have a vendor id, go to the page (if you don't, the vendor id is blank)

What else do I need to know?

- Only one bank account can be used in Employee Expense Reimbursement
- All HCM users can participate, though, only Financial Business Units can reimburse
- When you register (new vendor id) or edit(existing vendor id) if you have banking information in direct deposit, the system will not save or send to Financials without banking information

Additional Information An Employee Self Service Reimbursement job aid has been created to assist you with this functionality. The job aid is located on the [SAO website](#) or by accessing via the following web navigation Home » Systems » Financials » [Vendor Payment Management](#)