

To streamline employee expense reimbursements (such as travel reimbursements), the State Accounting Office (SAO) is launching NEW self service functionality in TeamWorks HCM related to employee expense reimbursements processed in TeamWorks Financials (Accounts Payable).

Why Is The New Functionality Being Launched? In the past, banking information and personal information that you have entered in Employee Self Service related to direct deposit of your payroll check had to be “re-entered” in your vendor master file for you to receive employee expense reimbursements via direct deposit. This process was cumbersome for all parties involved. The new functionality will allow you to maintain your banking information and personal information for BOTH direct deposit of your payroll check and direct deposit of your employee expense reimbursements. To clarify, it is very important to distinguish the difference between Employee Self Service and Employee Expense Reimbursement Self Service:

1. **Employee Self Service** – this is used to update your direct deposit information for payroll checks only. This is direct deposit information and personal information that is maintained in TeamWorks HCM.
2. **Employee Expense Reimbursement Self Service** – this is used to update your direct deposit information for employee expense reimbursements (such as travel reimbursements) only. This is direct deposit information and personal information that is maintained in TeamWorks Financials (your vendor master file used to process your reimbursement in accounts payable).

What is happening? Beginning September 5, 2012, agencies will no longer be adding your employee expense reimbursement information in TeamWorks Financials. You will have full control of your own personal and banking information for both payroll and employee expense reimbursements.

What Do I Need To Do? After logging into TeamWorks HCM, you can access the new functionality under the Self Service section, which allows you to:

- Add, verify or edit existing personal and banking information (if you previously received employee expense reimbursements, your information has been pre-populated for you)
- Register for an employee vendor ID to facilitate employee expense reimbursement

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

Questions?

If you have questions about this new functionality, please contact the Vendor Management Group at psvendor@sao.ga.gov or 404-657-3956, option 8.