



## NEW STATE OF GEORGIA TRAVELERS

### Are You a New Traveler?

To receive an expense reimbursement or book travel and access TeamWorks Travel & Expense a Vendor ID is required.

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### What to do if you are not sure if you have a Vendor ID?

1. Log in to Employee Self Service using your Employee ID and password
2. Select **Self Service**
3. Select **Employee Expense Reimbursement**
4. If the Vendor ID field is blank, you do NOT have a vendor ID. If the Vendor ID field is populated you have a Vendor ID.

### How do I request a Vendor ID and Expense Reimbursement via ACH or Paper Check?

1. Log in to Employee Self Service using your Employee ID and password
2. Select **Self Service**
3. Select **Employee Expense Reimbursement**
4. If the Vendor ID field is blank, you do NOT have a vendor ID.
5. Click on Register to open the request form and populate HCM information
6. If the bank information fields are blank you currently receive paper checks for Payroll.
  - To receive paper Expense Reimbursement leave the fields blank
  - To receive Expense Reimbursement via ACH complete the Bank Information fields
  - Changes do NOT impact how you receive Payroll
7. Complete the Personal Field information sections of the request form
8. Click **Submit**
9. Click **OK**
10. You will receive a change confirmation via the email address supplied in the Personal Information fields in Step 7.

### I have a Vendor ID and want my expenses reimbursed via ACH (Direct Deposit). What do I do?

1. Log in to Employee Self Service using your Employee ID and password
2. Select **Self Service**
3. Select **Employee Expense Reimbursement**

4. Your Vendor ID will display
5. Click on **Edit** to open the change form and populate the existing HCM information
6. If the bank information fields are blank you currently receive paper expense reimbursement checks.
7. To receive Expense Reimbursement via ACH (Direct Deposit) or to change the account your expense reimbursement is deposited to complete the Bank Information fields
  - Changes do NOT impact how you receive Payroll
8. Complete the Personal Field information sections of the change request form
9. Click **Submit**
10. Click **OK**
11. You will receive a change confirmation via the email address supplied in the Personal Information fields in Step 8.

#### **After I receive my vendor ID, what next?**

- First log in to ESS, validate your banking information and click "SAVE"
- To gain access to the new TeamWorks Travel & Expense System and begin booking travel or submitting travel related expenses complete the [TeamWorks Travel & Expense Travel Request Form](#)
- You can expect to receive additional follow up and log in instructions via e-mail within 48 hours

#### **Where can I locate more information or get help?**

- ✓ Step by step instructions, complete with screenshots and additional information can be located on the SAO website on both the [HCM](#) and [Financials](#) pages.
- ✓ For Travel Questions or assistance with the ESS Expense Reimbursement functionality in HCM: Dial Customer Care at 404 657-3956 or 888 896-7771 or send an email to [sao\\_travel@sao.ga.gov](mailto:sao_travel@sao.ga.gov)