



# Things You Need to Know About ESS Expense

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## ESS Expense Reimbursement Functionality Summary

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

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

- After logging into TeamWorks Employee Self Service proceed to the Employee Expense Reimbursement page

## What about data and information?

- This is mutually exclusive of Payroll Direct Deposit (different menu item and page) – no correlation
- Changes to payroll direct deposit or expense reimbursement does not impact the other.
- Data will now be transmitted from HCM to the Financial
- Data transmission to the Financial system is real time – no lag
- After any change in employee information, a confirming email is sent to the employee (uses e-mail contained in HCM)

## What do employees need to do?

- Ensure your banking information is entered and accurate to facilitate employee expense reimbursement.
- If you already have a vendor id in Financials and have received travel reimbursements in the past, 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 ESS Expense Reimbursement page (if you don't already have one, the vendor id is blank)

### **What else do I need to know?**

- Only one bank account can be used in Employee Expense Reimbursement
- 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
- For agencies that bank with institutions that are not currently set up for ACH, employees will continue to receive a paper check. (Currently they include Wachovia, Wells Fargo, CBT and SunTrust) If you are not sure, check with your agency AP representative.
- If you are reimbursed by the Department of Agriculture, Department of Defense, and certain technical colleges, you may still receive an expense check after registering until such time as your agencies bank can be enabled by SAO.

**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](#)