



# ESS Employee Expense Reimbursement

## Data Entry Process

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**Document History:**

Date	Revision
11/07/16	Updated document for HCM 9.2

## Overview

Employees requiring a Vendor ID to receive Expense Reimbursement can request a Vendor ID and those with an existing Vendor ID can update personal and bank account information in the Employee Expense Reimbursement module in Employee Self Service (ESS) totally online.

Please note that in this document Direct Deposit refers to Payroll and ACH refers to Expense Reimbursement. Also, information entered for the Employee Expense Reimbursement module does not impact Payroll. Employee Expense Reimbursement and Payroll are separate.

Agencies do not add or maintain Employee Vendor IDs and SAO does not update Employee Vendor information. Employee Expense Reimbursement gives employees full control of their personal and banking information.

## Access ESS and Employee Expense Reimbursement:

<https://route88.state.ga.us/psp/sao/?cmd=login&languageCd=ENG&>

- Login using your *Employee ID* and *password*.
- Click on **Sign In**

Employee Self Service

PeopleSoft HCM

User ID

Password

Sign In

Reset / Forgot your password?

Important Notice

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

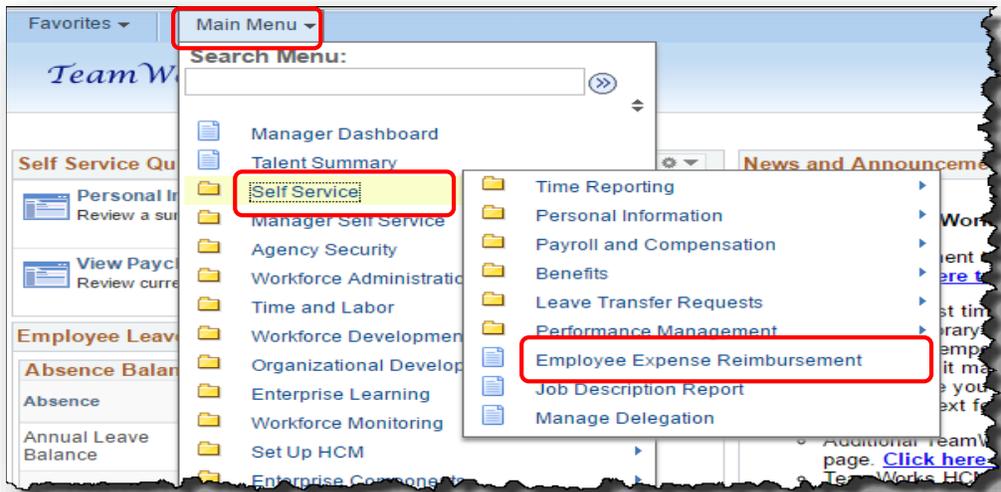
By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

DIRECT QUESTIONS TO:

SAO TeamWorks HCM Customer Service Center 404-657-3956 888-896-7771 HCM@sao.ga.gov	SAO TeamWorks Access Customer Service Center 404-657-3956 888-896-7771 SAO_PS_Access@sao.ga.gov	Human Resources Admin (HRA) 404-656-2705 hra@doas.ga.gov
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NOTE: This application is supported by the State Accounting Office

- Select **Main Menu**
- Select **Self Service**
- Select **Employee Expense Reimbursement**



## To Establish a New Vendor Id:

To receive a reimbursement for expenses, you must establish a Vendor ID.

**Note:** *If you are currently receiving Expense Reimbursements, you already have a Vendor ID and the Register button is not accessible.*

- Click on **Register** to open the request form and populate HCM information

The screenshot shows a web application interface for 'TeamWorks HCM Production'. The breadcrumb trail is 'Main Menu > Self Service > Employee Expense Reimbursement'. The page title is 'Employee Expense Reimbursement'. The user 'John Doe' is logged in, with 'Empl ID: 00123456' displayed. The form is divided into sections: 'Your Bank Information' with fields for 'Routing Number' and 'Account Number', and a link 'View check example'; 'Your Contact Information' with fields for 'Country' (United States), 'Address 1', 'Address 2', 'Address 3', 'City', 'State' (Georgia), and 'Postal'; 'Phone' and 'Email ID' fields. At the bottom, there are three buttons: 'Register' (highlighted with a red box), 'Edit', and 'Submit'. Below the buttons are 'Helpful Instructions': '\* You must click on Submit or your information will not be saved.', '\* Completion of this page is required for any employee reimbursement.', and '\* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.'

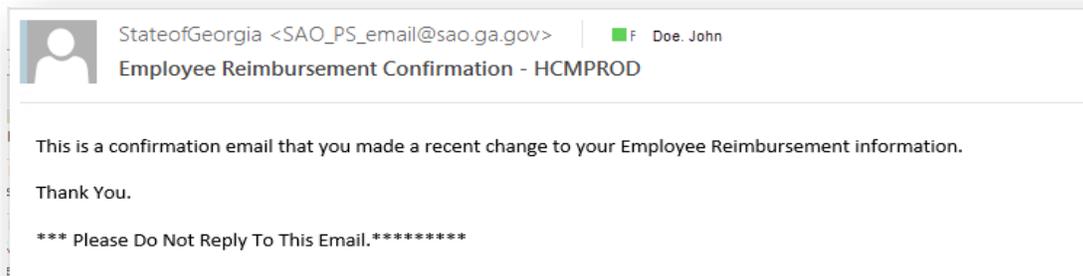
- The **Employee ID** field will be populated and the **Vendor ID** field will not be populated at this point



- Click **OK**



- You will receive an email at the email address listed in the Employee Expense Reimbursement information to advise you that your ESS profile has been updated.
  - **Note:** Entering **Employee Expense Reimbursement** information does not affect Payroll.



B. To receive *Expense Reimbursement via ACH*:

- Verify **Your Contact Information**
- Click on **View Check Example** for an illustration of where to find the Routing Number and the Account Number on your check.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Employee Expense Reimbursement

*TeamWorks* HCM Production

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Employee Expense Reimbursement

John Doe

Vendor ID: \_\_\_\_\_ Empl ID: 00123456

**Your Bank Information**

Routing Number:

Account Number:

[View check example](#)

**Your Contact Information**

Country: United States

Address 1:

Address 2:

Address 3:

City:  State:  Georgia

Postal:

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Phone:

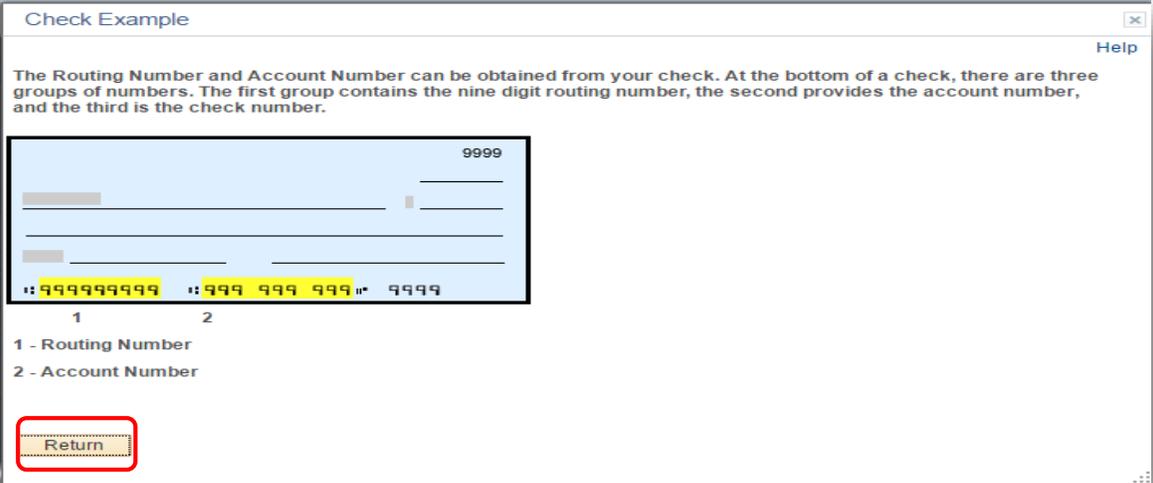
Email ID:

**Helpful Instructions:**

- \* You must click on Submit or your information will not be saved.
- \* Completion of this page is required for any employee reimbursement.
- \* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.



- Click **Return** to close the check display



- Enter the bank Routing Number in the **Routing Number** field and depress the **Tab** key
- Enter the bank Routing Number in the **Confirm Routing Number** field and depress the **Tab** key
- Enter the bank Account Number in the **Account Number** field and depress the **Tab** key
- Enter the bank Account Number in the **Confirmation Account Number** field and depress the **Tab** key
  - **Note:** Take the information from a check and not a deposit slip!
- Verify contact information
- Click **Submit**

Favorites ▾ Main Menu ▾ > Self Service ▾ > Employee Expense Reimbursement

*TeamWorks* HCM Production

Employee Expense Reimbursement

John Doe

Vendor ID: Empl ID 00123456

**Your Bank Information**

Routing Number: 999999999 Confirm Routing Number: 999999999

Account Number: 999999999999 Confirm Account Number: 999999999999

[View check example](#)

**Your Contact Information**

Country: United States

Address 1: 2 EAST MAIN STREET

Address 2:

Address 3:

City: ANYTOWN State: GA Georgia

Postal: 30009

Phone: 404/463-0999

Email ID: JOHN.DOE@SAO.GA.GOV

Register Edit **Submit**

**Helpful Instructions:**

- \* You must click on Submit or your information will not be saved.
- \* Completion of this page is required for any employee reimbursement.
- \* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.

- Click **OK**

Favorites ▾ Main Menu ▾ > Self Service ▾ > Employee Expense Reimbursement

*TeamWorks* HCM Production

Employee Expense Reimbursement

**Submit Confirmation**

The Submit was successful.

**OK**

- You will receive an email at the email address listed in the Employee Expense Reimbursement information to advise you that your ESS profile has been updated.
  - **Note:** Entering **Employee Expense Reimbursement** information does not affect Payroll.



### ***If the “Your Bank Information” Fields Contain Data:***

If the Your Bank Account information is not blank, you currently receive payroll payments via direct deposit.

- **NOTE:** When initially accessing the Employee Expense Reimbursement module, the banking information displayed is the primary account banking information from Payroll. Subsequent access will be the account of record for Employee Expense Reimbursements.
  - A. To have the Expense Reimbursement sent via ACH to the same bank account
    - Click **Edit**

Employee Expense Reimbursement

John Doe

Vendor ID:

Empl ID: 00123456

Your Bank Information

Routing Number: 999999999

Account Number: 999999999999

[View check example](#)

Your Contact Information

Country: United States

Address 1: 2 EAST MAIN STREET

Address 2:

Address 3:

City: ANYTOWN State: GA Georgia

Postal: 30009

Phone: 404/463-0999

Email ID: JOHN.DOE@SAO.GA.GOV

Register

**Edit**

Submit

Helpful Instructions:

- \* You must click on Submit or your information will not be saved.
- \* Completion of this page is required for any employee reimbursement.
- \* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.

- Verify **Contact Information**
- Click **Submit**





- Update any Contact Information if needed
- Enter the Bank Routing Number in the **Routing Number** field and depress the **Tab** key
- Enter the Bank Routing Number in the **Confirmation Routing Number** field again and depress the **Tab** key
- Enter the Bank Account Number in the **Account Number** field and depress the **Tab** key
- Enter the Bank Account Number in the **Confirmation Account Number** field again and depress the **Tab** key
  - ☐ *Note: Take the information from a check and not a deposit slip!*
- Click **Submit**

Favorites ▾ Main Menu ▾ > Self Service ▾ > Employee Expense Reimbursement

*TeamWorks* HCM Production

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Employee Expense Reimbursement

John Doe

Vendor ID:  Empl ID 00123456 

**Your Bank Information**

Routing Number:  Confirm Routing Number:

Account Number:  Confirm Account Number:

[View check example](#)

**Your Contact Information**

Country: United States

Address 1:

Address 2:

Address 3:

City:  State:   Georgia

Postal:

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Phone:

Email ID:

**Helpful Instructions:**

- \* You must click on Submit or your information will not be saved.
- \* Completion of this page is required for any employee reimbursement.
- \* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.

- Click **OK**

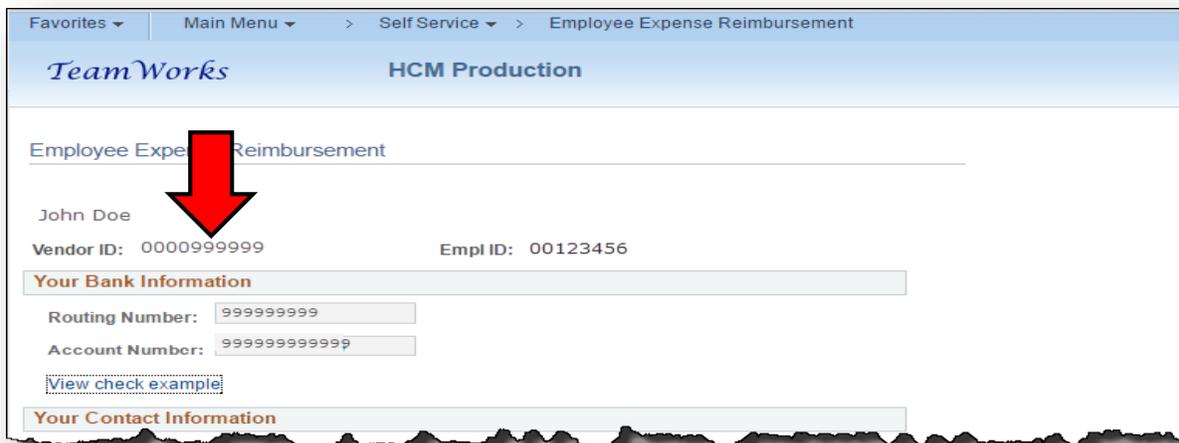


- You will receive an email at the email address listed in the Employee Expense Reimbursement information to advise you that your ESS profile has been updated.
  - ☐ **Note:** Entering **Employee Expense Reimbursement** information does not affect Payroll.



### To view your new Vendor ID

- Log back in to **ESS/Self Service/Employee Expense Reimbursement** and the Vendor ID field will be populated



*When will the Vendor ID be active?*

- Immediately
- New TeamWorks Travel and Expense Users:
  - Request access to the TTE system by filling out the online form on the SAO website
    - **Travel/TeamWorks Travel and Expense/ Online Booking Tools**
    - Select: *TTE Access Request*

## If you already have a Vendor ID:

The Employee Expense Reimbursement form will open. If you already have a Vendor ID, your **Vendor ID** and **Employee ID** will be displayed.

- If the **Your Bank Information** field is blank, you currently receive Expense Reimbursements via paper check
- If the **Your Bank Information** field contains bank account data, you currently receive Expense Reimbursements via ACH
- The **Vendor ID** field near the top of the form contains your previously assigned Vendor ID

### *To change Expense Reimbursement from paper check to ACH*

- Select **Edit** to update **Your Bank Information** and/or **Your Contact Information**

The screenshot shows a web application interface for 'Employee Expense Reimbursement'. At the top, there are navigation menus: 'Favorites', 'Main Menu', 'Self Service', and 'Employee Expense Reimbursement'. Below this is a header with 'TeamWorks' and 'HCM Production'. The main content area is titled 'Employee Expense Reimbursement' and displays user information for 'John Doe' with 'Vendor ID: 0000999999' and 'Empl ID: 00123456'. There are two main sections: 'Your Bank Information' and 'Your Contact Information'. The 'Your Bank Information' section has fields for 'Routing Number' and 'Account Number', and a link for 'View check example'. The 'Your Contact Information' section has fields for 'Country' (United States), 'Address 1' (2 EAST MAIN STREET), 'Address 2', 'Address 3', 'City' (ANYTOWN), 'State' (GA), 'Georgia', and 'Postal' (30009). Below these are fields for 'Phone' (404/463-0999) and 'Email ID' (JOHN.DOE@SAO.GA.GOV). At the bottom, there are three buttons: 'Register', 'Edit' (highlighted with a red box), and 'Submit'. To the right of the buttons is a 'Helpful Instructions' section with three bullet points: '\* You must click on Submit or your information will not be saved.', '\* Completion of this page is required for any employee reimbursement.', and '\* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.'

- Enter the new bank Routing Number in the **Routing Number** field and depress the **Tab** key
  - **Note:** The Bank Routing Number should be 9 digits
- Enter the new bank Routing Number in the **Confirmation Routing Number** field and depress the **Tab** key
- Enter the new bank Account Number in the **Account Number** field and depress the **Tab** key
- Enter the new bank Account Number in the **Confirmation Account Number** field and depress the **Tab** key
- Correct any contact information if needed.
- Select **Submit** to save the information and update your records

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Employee Expense Reimbursement](#)

**TeamWorks**      **HCM Production**

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Employee Expense Reimbursement

John Doe

Vendor ID: 0000999999      Empl ID 00123456

**Your Bank Information**

Routing Number:       Confirm Routing Number:   
 Account Number:       Confirm Account Number:

[View check example](#)

**Your Contact Information**

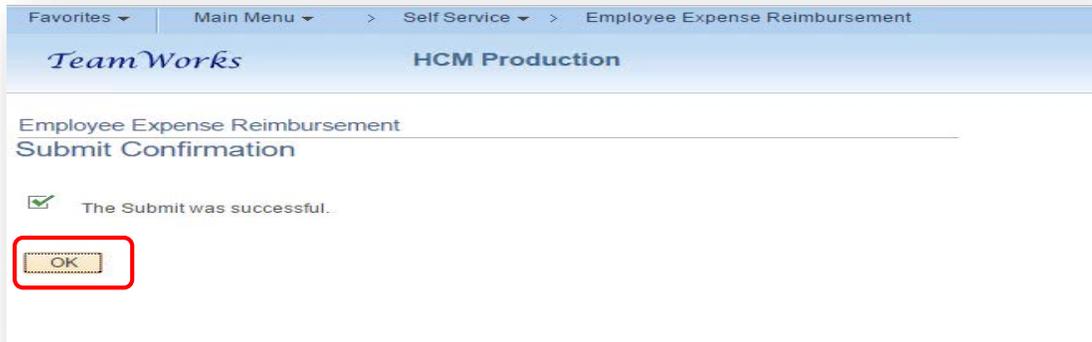
Country: United States  
 Address 1:   
 Address 2:   
 Address 3:   
 City:       State:  [Georgia](#)  
 Postal:

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Phone:   
 Email ID:

     **Helpful Instructions:**  
      \* You must click on Submit or your information will not be saved.  
      \* Completion of this page is required for any employee reimbursement.  
    \* This is not paid from payroll as a Direct Deposit, because it is paid out of  
    Accounts Payable as an ACH or check.

- Click on **OK** in the Submit Confirmation box that appears



- You will receive an email at the email address listed in the Employee Expense Reimbursement information to advise you that your ESS profile has been updated.
  - Note:** Entering **Employee Expense Reimbursement** information does not affect Payroll.



***To change the bank to receive the Expense Reimbursement ACH***

- Select **Edit** to update **Your Bank Information** and/or **Your Contact Information**

Favorites ▾ Main Menu ▾ > Self Service ▾ > Employee Expense Reimbursement

*TeamWorks* HCM Production

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Employee Expense Reimbursement

John Doe

Vendor ID: 0000999999 Empl ID: 00123456

**Your Bank Information**

Routing Number:

Account Number:

[View check example](#)

**Your Contact Information**

Country:

Address 1:

Address 2:

Address 3:

City:  State:  Georgia

Postal:

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Phone:

Email ID:

Helpful Instructions:

- \* You must click on Submit or your information will not be saved.
- \* Completion of this page is required for any employee reimbursement.
- \* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.

- The old Routing Number will still appear in the Routing Number field, delete the old number
  - Enter the new bank Routing Number in the **Routing Number** field and depress the **Tab** key
    - **Note:** The Bank Routing Number should be 9 digits
  - Enter the new bank Routing Number in the **Confirmation Routing Number** field and depress the **Tab** key
- The old Account Number will still appear in the field, highlight and delete the old number
  - Enter the new bank Account Number in the **Account Number** field and depress the **Tab** key
  - Enter the new bank Account Number in the **Confirmation Account Number** field and depress the **Tab** key
- Correct any contact information if needed.
- Select **Submit** to save the information and update your records

Favorites ▾ Main Menu ▾ > Self Service ▾ > Employee Expense Reimbursement

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Employee Expense Reimbursement

John Doe

Vendor ID: 0000999999  Empl ID 00123456 

**Your Bank Information**

Routing Number:  Confirm Routing Number:

Account Number:  Confirm Account Number:

[View check example](#)

**Your Contact Information**

Country: United States

Address 1:

Address 2:

Address 3:

City:  State:   Georgia

Postal:

Phone:

Email ID:

**Helpful Instructions:**

- \* You must click on Submit or your information will not be saved.
- \* Completion of this page is required for any employee reimbursement.
- \* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.

- Click on **OK** in the Submit Confirmation box that appears.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Employee Expense Reimbursement

*TeamWorks* HCM Production

Employee Expense Reimbursement

**Submit Confirmation**

 The Submit was successful.

- You will receive an email at the email address shown on the Employee Expense Reimbursement advising you that a change was made.
  - NOTE:** Entering **Employee Expense Reimbursement** information does not impact Payroll information.



### *When will the change be effective?*

- Immediately. However, differences in timing may occur based on the Agency Accounts Payable cycle.