

Frequently Asked Questions – Employee Reimbursements through HRMS

1: What is changing about employee reimbursements?

A: 1- Employee reimbursements will be processed through HRMS beginning November 1, 2009. This has been done in response to numerous requests and will provide for two main enhancements:

- the opportunity for your reimbursement to be made via direct deposit.
 - the ability to see if and when your form has been processed. You and your PAFer will be able to see what reimbursements have been entered, what has been processed in a pay run, what has been paid, what account numbers and sub codes were used, how it was paid and view remittance information in View Paycheck.
- 2- The F3 form has been updated to accommodate direct deposit requests.
3- Additionally, many of our behind-the-scenes processes for F3 forms are changing as we transition to using HRMS.

2: Is the Travel Policy changing?

A: The Travel Policy is not changing at this time. The most recent policy is posted at <http://www.rochester.edu/adminfinance/finance/contr.htm> so please check there whenever you have questions or are looking for updates.

3: What's changing on the form?

A: The Employee Expense Report Form F-3 now gives you the option to select reimbursement in the form of direct deposit or check.

4: What processes are changing?

A: There are two main process changes:

- Payments will not be produced every day.
- Since these transactions (employee reimbursements and clearing of travel advances) are being processed through HRMS, corrections to those transactions must also be done through HRMS as reallocations.

5: When am I going to get reimbursed?

A: Funds for reimbursements will be available 2 business days after the pay run is processed. Funds are not available immediately so please pay close attention to the pay date just like you do for your payroll deposits. To begin implementation in 2009, pay runs are being scheduled on Fridays, so direct deposit funds will be available on Tuesdays (unless Monday or Tuesday is a holiday, then funds would be available Wednesday). Checks will be mailed no later than 2 business days after the pay run.

6: Is there a cutoff for meeting a pay run?

A: Yes, just like there is a deadline for getting time approved in payroll in order to get paid there is a cutoff for the reimbursement pay run. F3 forms received 3 business days prior to the pay run will be processed in the pay run unless there are problems for which we have contacted you including such things as insufficient documentation. You will be able to see that we have entered your form for payment as soon as AP has saved the transaction.

7: Who is processing my F3 form, do I still send it to Accounts Payable?

A: Accounts Payable is still solely responsible for processing of F3 forms and Payroll is not involved. F3 forms still must continue to be sent to AP: RC Box 278958 or delivered to our Brooks Landing Business Center location.

8: How do I tell you I want direct deposit of my reimbursement?

A: You must use the updated F3 form and mark the box for Direct Deposit. In addition, you must have Direct Deposit arrangements established in HRMS. You do not have to set up a separate T&E deposit arrangement if you want reimbursements to go to the same account(s) as your payroll.

9: Why do paper checks get mailed to my home?

A: Mailing employee reimbursements, when paid via paper check, to their home address is a best practice across all industries. Mailing checks back to departments is a very bad practice and so we are taking the opportunity to improve our processes, lowering some important risk factors.

10: What if I change my mind about check versus direct deposit for a form I have sent in for reimbursement?

A: First you should look in Self Service to see if your form has already been processed. If it has already been processed, we cannot change how it is paid. If it has not yet been processed, it will depend on when the next pay cycle is scheduled whether a change can be made and will be based on the availability and discretion of AP staff to accommodate the request.

- All reimbursements in a given pay run for an employee must be either direct deposit or check. That is, if an employee submits 2 F3s for the same pay run they must both either indicate direct deposit or they must both indicate check (not one direct deposit and the other check).

11: How can I tell if a form has been processed?

A: If you are interested in your own expense report forms, *Self Service > Travel and Expense > Travel and Expense Inquiry* will list all your reimbursements in process as well as those that have been paid. PAFers have access to additional information. PAFers and those with Travel & Expense user security can view the same Self Service data an employee sees for their reimbursements and additionally has queries available for paid reimbursements. The Employee Reimbursement Guide details the information available on these HRMS pages.

12: What do I have to do differently?

A: 3 things:

- you need to **use the most recent form** so that we can direct deposit your reimbursement, if that's what you want.
- Before you call Accounts Payable to find out the status of an F3 submitted, look in HRMS to see if it has been entered, processed, or might already be paid.
- If an account number correction is needed and the batch reference is ETE AP can't fix it, don't contact AP. Instead, contact your PAFer to fix it with a reallocation.

13: Is anything going to look different on the ledgers?

A: Reimbursements and travel advances cleared via HRMS will appear with a batch reference of ETE (which stands for Employee Travel and Expense).

Questions regarding ETE transactions should be directed to Accounts Payable the same as APD and APC transactions.

14: How do I make corrections to employee reimbursement transactions?

A: As a reminder, account number corrections where the batch reference is APD APC should continue to go to AP. Where the batch reference is ETE a reallocation (Travel and Expense Reallocation Form) must be done, contact your PAFer or Travel & Expense user. All corrections/reallocations should continue to be sent to AP.

15: So who do I contact for questions?

A: Before calling anyone with a question, your references should be: F2 and F3 forms (including instructions), Travel Policy, these FAQs, the Employee Reimbursement Guide, Self Service, PAFer, Travel & Expense user. If in doubt, ask Accounts Payable like you would normally at 275-3483 option 3.