# EMPLOYEE REIMBURSEMENT GUIDE

# Payment Processing in HRMS

## REQUESTING REIMBURSEMENT

1) Always make sure to use the most recent Form F3 Employee Expense Report available using the Finance link: http://www.rochester.edu/adminfinance/finance/finforms.htm or by navigating to www.rochester.edu and selecting *Working Here > Faculty and Staff Resources > Administration and Finance > Finance Department > Finance Forms*.
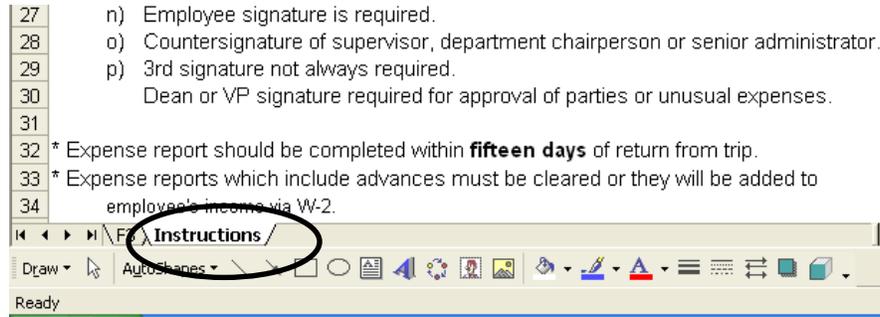
**REQUESTING REIMBURSEMENT continued**

2) To better ensure you complete your Form F3 accurately and completely, make sure you are familiar with the
   a. Instructions for the form located on the Instructions tab of the Excel file



AND

b. Travel Policy and other related policies available using the Finance link: http://www.rochester.edu/adminfinance/finance/contr.htm or by navigating to www.rochester.edu and selecting *Working Here > Faculty and Staff Resources > Administration and Finance > Finance Department > Policies*.
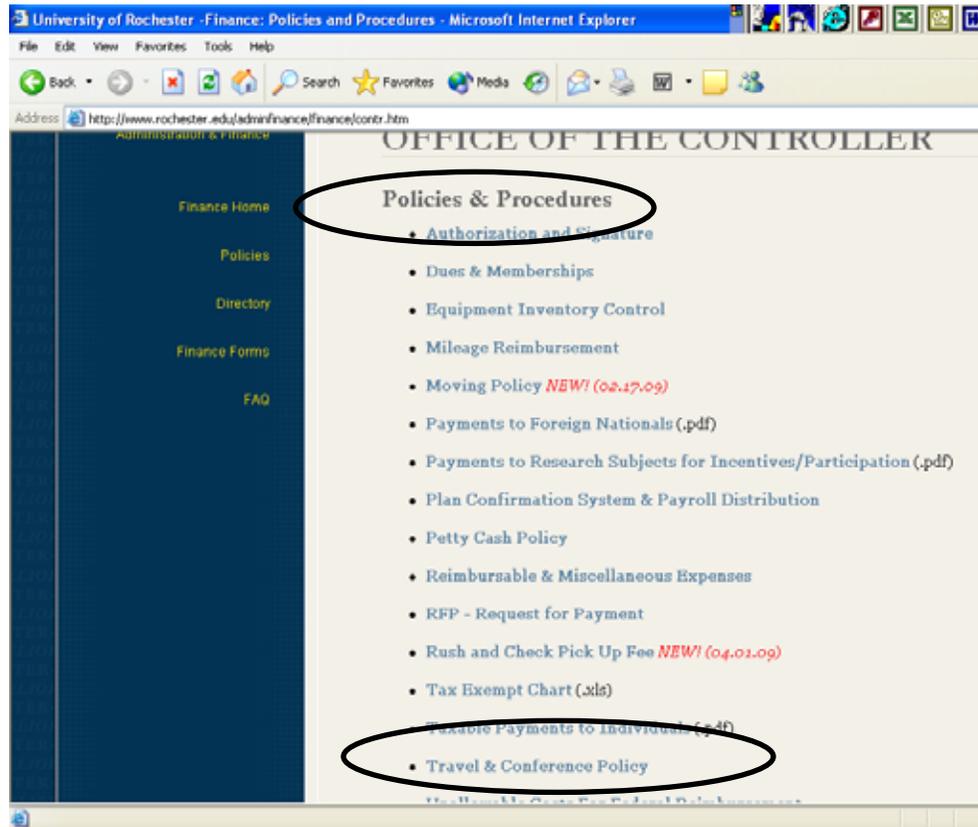
## REQUESTING REIMBURSEMENT continued

3) In order to receive direct deposit of your reimbursement, be sure to mark the DIRECT DEPOSIT box appropriately.



4) Send your completed Form F3 to Accounts Payable at RC Box 278958.

## PAYMENT OPTIONS

1) Direct Deposit is available for reimbursement of your expenses.

2) Navigate to *Self Service > Travel and Expense > T & E Direct Deposit Account* where you can create, Edit or Delete a direct deposit account that will be used only for expense reimbursements.



> **Note**: Only one account can be associated with a Travel and Expense Direct Deposit.  100% of the reimbursement will go to the account indicated if direct deposit is selected on the F3 form.

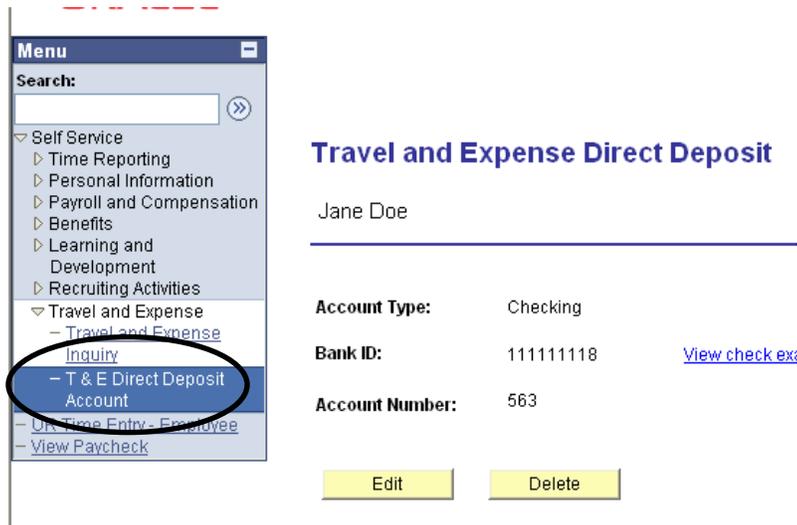3) If you want your expense reimbursements to be direct deposited in the same manner that your payroll direct deposit is handled, then you do not need to create a T & E Direct Deposit Account.

> Example: You have indicated Direct Deposit on the F3 but you do not have a T & E Direct Deposit Account established.   If your Payroll Direct Deposit is to a single account HRMS will see that there is no T & E Direct Deposit Account and use your Payroll Direct Deposit arrangement to deposit the reimbursement into that account.

> **Note**: If your Payroll Direct Deposit arrangement is 100% paper check, AND you select DIRECT DEPOSIT on the F3 form, AND you do not have a T & E Direct Deposit Account established, then you will receive a paper check for your reimbursement.

4) If you create or change your Payroll Direct Deposit arrangement on the day of a T&E Reimbursement pay run, AND you happen to have a reimbursement in that pay run, HRMS will produce a check for your reimbursement even if you selected DIRECT DEPOSIT.

## PAYMENT OPTIONS continued

5) If you do not select DIRECT DEPOSIT or CHECK on the Form F3 OR do not use the most recent Form F3, by default you will receive a paper check for your reimbursement. Time permitting, AP staff will contact you about this problem, which could delay your reimbursement.

> **Note**: It is likely that old F3 forms will not be accepted and will be returned to the department at some point in the near future.

6) Summary of logic for reimbursement payment methods:

Reimbursement is made <u>via direct deposit</u> when:
- DIRECT DEPOSIT is selected on the F3 form AND
    T&E Direct Deposit Account or Payroll Direct Deposit arrangements are established in HRMS by the employee

Reimbursement is made <u>via check</u> when:
- CHECK is selected on the F3 form OR
- No selection for CHECK or DIRECT DEPOSIT on the F3 form OR
- An older version (prior to 9/09) of the F3 form is used OR
- DIRECT DEPOSIT is selected on the F3 form AND
    o The employee has not established a T&E Direct Deposit Account or Payroll Direct Deposit arrangement
    o The employee has not established a T&E Direct Deposit Account AND
        The Payroll Direct Deposit arrangement indicates 100% paper check
    o The employee creates or changes their Payroll Direct Deposit arrangement on the day of a T&E Reimbursement pay run AND
        The employee happens to have a reimbursement in that pay run

7) All reimbursements in a given pay run for an employee must be paid in the same method (either direct deposit or check).

> <u>Example</u>: An employee submits 3 F3s with 2 marked for direct deposit and the other as a check. HRMS will not allow an entry that is inconsistent with a previous entry. AP staff will contact the department about this problem, which could possibly cause a delay with the reimbursement for the third form.
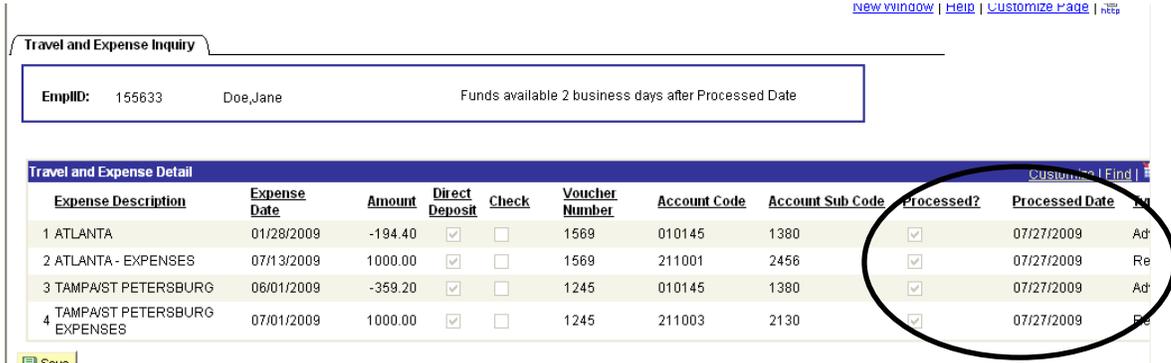
## PROCESSING TIMEFRAMES

1) Reimbursement pay runs are scheduled in addition to salary/hourly payroll pay runs. Reimbursements pay runs are scheduled for Fridays with the main exception when a University holiday is on a Friday.

> Note for example that 11/27 and 11/26 are University holidays, so the reimbursement pay run that week will be on Wednesday, 11/25.
> Similarly, there will be a reimbursement pay run on Thursday 12/24 since 12/25, a Friday, is a University holiday.

2) In order for an F3 Employee Expense Report to be included in a pay run, the form must be received 3 business days prior to the pay run. As usual, if there are problems or insufficient documentation we will contact you and that will serve as notice that the reimbursement is unlikely to meet the pay run.

> Example 1: The pay run is scheduled for Friday, December 11th. The form is sent to Accounts Payable and arrives on Tuesday December 8th. AP reviews the form, there are no problems, and enters the form for reimbursement. The reimbursement will be included in the December 11th pay run.
> Example 2: The pay run is scheduled for Friday, December 11th. The form is sent to Accounts Payable and arrives on Tuesday December 8th. AP reviews the form, receipts are missing without sufficient explanation, AP contacts the department, and the form is not entered for reimbursement. The reimbursement will NOT be included in the December 11th pay run. If the problem is resolved by the following Tuesday, December 15th, the reimbursement will be included in the next pay run on December 18th.

3) You can find what reimbursements have been entered for you by navigating to *Self Service > Travel and Expense > Travel and Expense Inquiry* . You are able to view transactions that have been entered as soon as they are saved by AP.

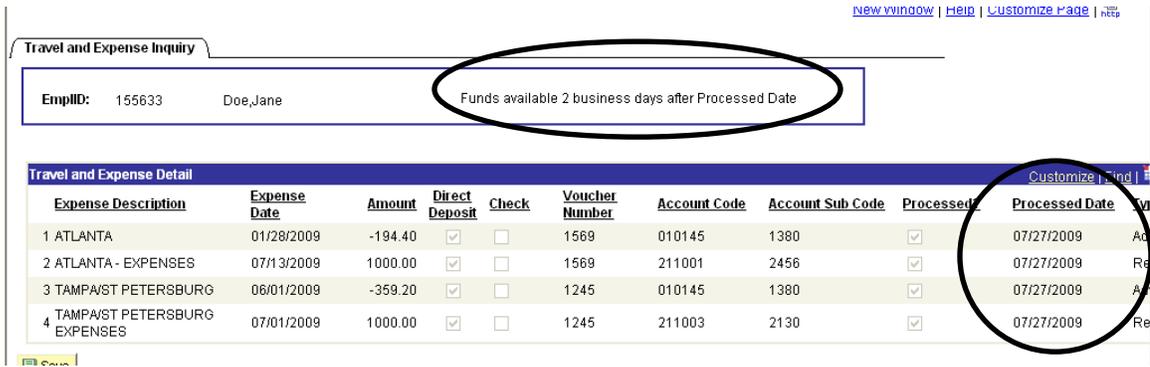| Menu | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Search: | | | | | | New Window | Help | Customize Page | http |
| | Travel and Expense Inquiry | | | | | | | | |
| Self Service | | | | | | | | | |
| Time Reporting | EmplID: 155633 | Doe,Jane | | | Funds available 2 business days after Processed Date | | | | |
| Personal Information | | | | | | | | | |
| Payroll and Compensation | | | | | | | | | |
| Benefits | Travel and Expense Detail | | | | | | | | |
| Learning and Development | **Expense Description** | **Expense Date** | **Amount** | **Direct Deposit** | **Check** | **Voucher Number** | **Account Code** | **Account Sub Code** | |
| Recruiting Activities | 1 ATLANTA | 01/28/2009 | -194.40 | ☑ | ☐ | 1569 | 010145 | 1380 | |
| Travel and Expense | 2 ATLANTA - EXPENSES | 07/13/2009 | 1000.00 | ☑ | ☐ | 1569 | 211001 | 2456 | |
| — Travel and Expense Inquiry | 3 TAMPA/ST PETERSBURG | 06/01/2009 | -359.20 | ☑ | ☐ | 1245 | 010145 | 1380 | |
| — T & E Direct Deposit Account | 4 TAMPA/ST PETERSBURG EXPENSES | 07/01/2009 | 1000.00 | ☑ | ☐ | 1245 | 211003 | 2130 | |
| — UR Time Entry - Employee | | | | | | | | | |
| — View Paycheck | | | | | | | | | |

## PROCESSING TIMEFRAMES continued

4) If the Processed box is marked (and a Processed Date is shown) then the reimbursement was included in a pay run. If the Processed box is not marked (and no Processed Date is shown) then the reimbursement will be included in the next pay run.

New Window | Help | Customize Page | http

**Travel and Expense Inquiry**

EmplID: 155633    Doe,Jane    Funds available 2 business days after Processed Date

**Travel and Expense Detail**    Customize | Find |

| Expense Description | Expense Date | Amount | Direct Deposit | Check | Voucher Number | Account Code | Account Sub Code | Processed? | Processed Date | |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 ATLANTA | 01/28/2009 | -194.40 | ☑ | ☐ | 1569 | 010145 | 1380 | ☑ | 07/27/2009 | Ad |
| 2 ATLANTA - EXPENSES | 07/13/2009 | 1000.00 | ☑ | ☐ | 1569 | 211001 | 2456 | ☑ | 07/27/2009 | Re |
| 3 TAMPA/ST PETERSBURG | 06/01/2009 | -359.20 | ☑ | ☐ | 1245 | 010145 | 1380 | ☑ | 07/27/2009 | Ad |
| 4 TAMPA/ST PETERSBURG EXPENSES | 07/01/2009 | 1000.00 | ☑ | ☐ | 1245 | 211003 | 2130 | ☑ | 07/27/2009 | |

Save

5) Direct deposit funds are available 2 business days after the Processed Date (also referred to as the pay run date).

New Window | Help | Customize Page | http

**Travel and Expense Inquiry**

EmplID: 155633    Doe,Jane    Funds available 2 business days after Processed Date

**Travel and Expense Detail**    Customize | Find |

| Expense Description | Expense Date | Amount | Direct Deposit | Check | Voucher Number | Account Code | Account Sub Code | Processed | Processed Date | |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 ATLANTA | 01/28/2009 | -194.40 | ☑ | ☐ | 1569 | 010145 | 1380 | ☑ | 07/27/2009 | Ad |
| 2 ATLANTA - EXPENSES | 07/13/2009 | 1000.00 | ☑ | ☐ | 1569 | 211001 | 2456 | ☑ | 07/27/2009 | Re |
| 3 TAMPA/ST PETERSBURG | 06/01/2009 | -359.20 | ☑ | ☐ | 1245 | 010145 | 1380 | ☑ | 07/27/2009 | A |
| 4 TAMPA/ST PETERSBURG EXPENSES | 07/01/2009 | 1000.00 | ☑ | ☐ | 1245 | 211003 | 2130 | ☑ | 07/27/2009 | Re |

Save

6) Checks will be mailed no later than 2 business days after the Processed Date.
   Note: Checks will be mailed to the Mailing address of the employee as it appears in HRMS. If the employee does not have a Mailing address designated, then their HRMS Home address will be used.

**FINDING INFORMATION & SELF SERVICE**
**For the Employee Being Reimbursed**

1) Finding the most recent Form F3 and policies is detailed in the section on Requesting Reimbursement.

2) *Self Service > Travel and Expense > Travel and Expense Inquiry* lists for you all reimbursements that have been processed and are paid or will be paid 2 business days from the Processed Date as well as reimbursements that have been entered to be paid on the next reimbursement pay run.

- This page can also be used to find out how the reimbursement was or will be paid by looking to see whether the Direct Deposit or Check boxes are marked.
- The Voucher Number on this screen is the same number that appears in the REF 2 field on your ledger.
- The Account Code is the ledger where the transaction will appear, with the Description as shown for that transaction row.
- The Type of Expense is also listed – Advance for F2 advance amounts and Reimbursement for expenses.
- The Expense Description is a short description that AP enters generally based on the Destination/Location field from the F3 form and can help you distinguish expenses from various trips or events.

| Menu | |
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▷ Personal Information
▷ Payroll and Compensation
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▷ Learning and Development
▷ Recruiting Activities
▽ Travel and Expense
 — Travel and Expense Inquiry
 — T & E Direct Deposit Account
— UR Time Entry - Employee
— View Paycheck

**Travel and Expense Inquiry**

New Window | Help | Customize Page |

EmplID: 155633    Doe,Jane    Funds available 2 business days after Processed Date

**Travel and Expense Detail**

| | Expense Description | Expense Date | Amount | Direct Deposit | Check | Voucher Number | Account Code | Account Sub Code |
|---|---|---|---|---|---|---|---|---|
| 1 | ATLANTA | 01/28/2009 | -194.40 | ☑ | ☐ | 1569 | 010145 | 1380 |
| 2 | ATLANTA - EXPENSES | 07/13/2009 | 1000.00 | ☑ | ☐ | 1569 | 211001 | 2456 |
| 3 | TAMPA/ST PETERSBURG | 06/01/2009 | -359.20 | ☑ | ☐ | 1245 | 010145 | 1380 |
| 4 | TAMPA/ST PETERSBURG EXPENSES | 07/01/2009 | 1000.00 | ☑ | ☐ | 1245 | 211003 | 2130 |

**Note**: The reimbursement pay runs can occur any time during the day on Fridays and so it is best to wait until Monday to see if your reimbursement got picked up in the previous Friday reimbursement pay run. That is, if you are checking your *Travel and Expense Inquiry* screen on Monday and there is a Processed Date with Friday's date, then your direct deposit funds will be available 2 business days after the Processed Date. If there is no Processed Date then your reimbursement will not be available until the next reimbursement pay run.

3) Navigating to the T & E Direct Deposit Account for maintenance is detailed in the section on Payment Options.

## FINDING INFORMATION & SELF SERVICE continued

4) *View Paycheck* contains both payroll payment information as well as reimbursement payment information.

- You can identify reimbursement paychecks by using the dates (Fridays) to help decipher among multiple paychecks. In addition, the top of the paycheck will identify the details as pertaining to the Pay Group of TRV-Travel and Expense for reimbursements.

| University of Rochester Brooks Landing Business Center, Suite 200, 910 Genesee Street Rochester, NY 14611-3847 | Pay Group: | TRV-Travel and Expense |
|---|---|---|
| | Pay Begin Date: | 01/02/2010 |
| | Pay End Date: | 01/08/2010 |

- Reimbursement activity will be reflected in the HOURS AND EARNINGS section as Travel & Expense and Travel and Expense Advance.

| | | Current | | | YTD | |
|---|---|---|---|---|---|---|
| Description | Rate | Hours | Earnings | Hours | | Earnings |
| Travel and Expense Advance | | | -194.40 | | | -194.40 |
| Travel & Expense Reimbursement | | | 1,000.00 | | | 1,000.00 |
| Regular Earnings | | | | 160.00 | | 1,899.20 |
| **TOTAL:** | | 0.00 | 805.60 | 160.00 | | 2,704.80 |

HOURS AND EARNINGS

- In the TAXES section, notice how the Current tax amounts are all $0, because no taxes are withheld from F3 reimbursements that are properly documented and accounted for in a timely manner.

TAXES

| Description | Current | YTD |
|---|---|---|
| Fed Withholdng | 0.00 | 180.42 |
| Fed MED/EE | 0.00 | 26.40 |
| Fed OASDI/EE | 0.00 | 112.86 |
| NY Withholdng | 0.00 | 57.46 |
| **TOTAL:** | 0.00 | 377.14 |

- In the BEFORE-TAX and AFTER-TAX DEDUCTIONS sections notice how the Current amounts are $0, since no deductions are applied to F3 reimbursements.

| BEFORE-TAX DEDUCTIONS | | | AFTER-TAX DEDUCTIONS | | |
|---|---|---|---|---|---|
| Description | Current | YTD | Description | Current | YTD |
| Health Care Plan | 0.00 | 58.18 | | | |
| 403(b) Voluntary Retirement | 0.00 | 40.00 | | | |
| Parking - Medical Ctr Employee | 0.00 | 20.64 | | | |
| TOTAL: | 0.00 | 118.82 | TOTAL: | 0.00 | 0.00 |

- Notice how the reimbursement transaction of $805.60 (total expenses less the advance) is reflected in the Current TOTAL GROSS and NET PAY amounts, but is correctly not included in the FEDERAL TAXABLE GROSS amount since properly documented business expenses are not included in your income or reported to the IRS.

| | TOTAL GROSS | FED TAXABLE GROSS | TOTAL TAXES | TOTAL DEDUCTIONS | NET PAY |
|---|---|---|---|---|---|
| Current | 805.60 | 0.00 | 0.00 | 0.00 | 805.60 |
| YTD | 2,704.80 | 1,780.38 | 377.14 | 118.82 | 2,208.84 |

- The Net Pay Distribution tells you the
    i. Combination of payment methods: direct deposit to checking and/or savings account(s) or paper check.
    ii. The dollar amount associated with each distribution method.

| NET PAY DISTRIBUTION | | | |
|---|---|---|---|
| | Account Type | Account Number | Deposit Amount |
| Advice #000000003433412 | Checking | 12345 | $805.60 |
| TOTAL: | | | $805.60 |

5) Remember: The FEDERAL TAXABLE GROSS amount, the amount that is reported on your W2 as taxable income at the end of the year, does not include any non-taxable payments you may receive such as F3 expense reimbursements. F3 reimbursements that are properly documented and accounted for in a timely manner will not appear on your W2.

6) If an employee is reimbursed the wrong amount -
    - If the employee was underpaid, contact AP to have the additional amount paid
    - If the employee was overpaid, the employee should write a check to the University of Rochester for the amount overpaid and give it to Payroll for deposit and update in HRMS.

## PERSONNEL ACTION FORM USER ROLE INFORMATION

1) Reimbursements and advances cleared through HRMS will appear on the ledgers with a batch reference of ETE (Employee Travel and Expense).

2) Employees with security to administer to Personnel Action Forms (PAFers) also have insight into these reimbursements by navigating to *UR Reports and Interfaces >*

- *Travel and Expense Queries* – Allow the PAFer to run queries listing paid reimbursements:
  a. for an Employee
     This can be used to help an employee determine when they got reimbursed for a form submitted.
  b. for an Account Code
     This can be used to determine if the appropriate employees' expense are hitting the correct account(s).  This query cannot be used to identify expenses hitting your account for employees that do not work in your department.
  c. for all employees for and all account numbers (for which the PAFer has security access)
     This can be used to analyze expense reimbursement activity (dollars and volume) by employee, account, time period, etc.
  **Note**: Keep in mind that HRMS can only query data that is in HRMS and so reimbursements processed previously through FRS will not appear in the queries.

## PAFer INFORMATION continued

- *Travel/Expense Emplid Inquiry* – Provides the same information as if the employee logged in as themselves and navigated to *Travel and Expense > Travel and Expense Inquiry.* This lists for the PAFer, regarding a specific employee, all reimbursements that have been processed and are paid or will be paid 2 business days from the Processed Date as well as reimbursements that have been entered to be paid on the next reimbursement pay run.
  - This page can also be used to find out how the reimbursement was or will be paid by looking to see whether the Direct Deposit or Check boxes are marked.
  - The Voucher Number on this screen is the same number that appears in the REF 2 field on your ledger.
  - The Account Code is the ledger where the transaction will appear, with the Description as shown for that transaction row.
  - The Type of Expense is also listed – Advance for F2 advance amounts and Reimbursement for expenses.

## TRAVEL & EXPENSE USER ROLE INFORMATION

1) Employees that do not have Personnel User Form (PAF) user role security but would like to have access to the same Travel & Expense data, queries and forms can request Travel & Expense user role access.
   - You can obtain Travel & Expense user role access by contacting your HR rep.

2) Travel & Expense user role security provides the same access described previously (see PAFer Information) for
   - *Travel and Expense Queries*
   - *Travel/Expense Emplid Inquiry*
   - *Reallocation > Reallocate Travel Expense* form

3) Travel & Expense user role security does not provide access to any payroll or HR labor data.


## DATA WAREHOUSE INFORMATION

1) Where Personnel User Form (PAF) user role security and Travel & Expense user role security are not desired, data regarding paid transactions is also available in the Data Warehouse.

2) Information regarding the Data Warehouse is available at: https://uofr.rochester.edu/SiteDirectory/UIT/Teams/DW/default.aspx
   - Data Warehouse security is driven by division, department or account number.

3) Access to the Data Ware can be obtained by completing the Data Warehouse Access Request Form at: http://www.rochester.edu/its/acs/dw_impforms.html.
   - You will need to provide the FRS division, department or account numbers that you need access to.
     a. FRS division examples: 50 (SMH), 70 (Memorial Art Gallery)
     b. FRS department example: 11405
     c. FRS account number example: 211405

   Questions can be directed to: dwsupport@ur.rochester.edu .

4) Data Warehouse access is helpful for anyone that is responsible for reconciling or analyzing data that hit their accounts, departmental or divisional ledgers.

5) Since Travel & Expense pay runs are weekly, weekly reports could be set up to run to identify expense reimbursements that have been processed each week. Scheduling of the reports is very flexible, but since the pay runs are once per week, you would not need to run the reports any more frequently than once per week.
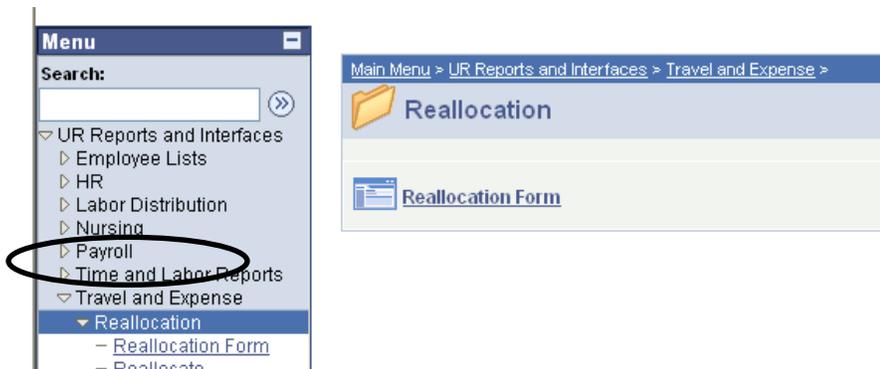
## REALLOCATIONS

1) PAFers and those with Travel & Expense user role security also have access to the appropriate Reallocation Form so that expenses can be moved as appropriate.
    **Note**: If a correction to an account number associated with an HRMS reimbursement transaction (as noted by ETE in the batch reference on your ledger) is necessary, a reallocation through HRMS must be completed. Corrections to account numbers cannot be done in FRS when the reimbursement was processed through HRMS.
    - If the reimbursement pay run has not yet been processed (no Processed Date or mark in the Processed box) AP can correct the account number prior to your ledgers showing the entry.  Please contact the Accounts Payable Staff Accountant at 275-3483 option 3 or 275-0668 and with an email to fix the account numbers prior to the pay run.

2) The Travel & Expense Reallocation Form can be found by navigating in HRMS to
    *UR Reports and Interfaces > Travel and Expense > Reallocation Form*

## REALLOCATIONS continued

3) In order to prepare a Reallocation Form for Travel and Expense (ETE) ledger activity, the person preparing the form needs to
   - Know the Voucher Number, found in the REF 2 field on the ledger
     a. Remember: If the charge did not hit your ledger, you can find the Voucher Number by navigating to *UR Reports and Interfaces > Travel and Expense > Travel and Expense Inquiry*, inputting the Emplid of the employee whose reimbursement was charged to an incorrect account and looking at their activity.
     b. If you need any other help locating this information you should contact the Accounts Payable Travel Accountant to research the information you need.
   - Provide an explanation for the transfer/reallocation
   - Indicate who is preparing the form
   - Indicate the account and sub code combination(s) for where the transaction should be reallocated.
     a. Additional accounts and sub codes can be designated by clicking on the + sign next to the row provided.



4) After completing the required fields and running the form, the form should be printed and signed.
   - Keep in mind that the Cost Transfer Policy for Sponsored Programs applies to these reallocations, including approvals and timing of requests.

5) Send completed and signed Travel and Expenses Reallocation forms to Accounts Payable at RC Box 278958.

## CONTACT FOR QUESTIONS

If an employee is reimbursed the wrong amount -
- If the employee was underpaid, contact AP to have the additional amount paid
- If the employee was overpaid, the employee should write a check to the University of Rochester for the amount overpaid and give it to Payroll for deposit and update in HRMS.

Consider the following when you have questions:

Use your reference materials:
- this Employee Reimbursement Guide and Employee Reimbursement Quick Guide
- Forms F2 and F3 (including instructions)
- policies on the Finance web site
- for your own reimbursements: HRMS *Self Service > Travel and Expense > Travel and Expense Inquiry*
- for your own reimbursements: HRMS *Self Service > View Paycheck*
- for your department member's reimbursements: HRMS *UR Reports and Documentation > Travel and Expense* pages (Queries, Emplid Inquiry and Reallocation Form)
- Employee Reimbursement – HRMS FAQs
- your PAFer and anyone within your department with Travel & Expense user role security

If you still have questions,
- Contact Accounts Payable at 275-3483 option 3 or 275-0668 for all other employee reimbursement questions.