

## EMPLOYEE REIMBURSEMENT QUICK GUIDE - Payment Processing in HRMS

### RESOURCES

Complete documentation can be found at:

- Finance Forms: <http://www.rochester.edu/adminfinance/finance/finforms.htm>
- Finance Policies: <http://www.rochester.edu/adminfinance/finance/contr.htm>
- Employee Reimbursement Guide (complete version) and Frequently Asked Questions: <http://www.rochester.edu/adminfinance/finance/PDFs/EmployeeReimbursementGuide.pdf>
- Contact Accounts Payable at 275-3483 option 3 or 275-0668 for all other employee reimbursement questions.

### PAYMENT OPTIONS

- If you want your expense reimbursements to be direct deposited in the same manner that your payroll direct deposit is handled, the only thing you need to do to get your reimbursement directed deposited is to mark the Direct Deposit box on the F3 form and send to AP at RC Box 278958 as usual.
- If you want your expense reimbursements to be deposited differently than your payroll is handled, navigate in HRMS 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.
- If you do not select/mark 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.

### PROCESSING TIMEFRAMES

- 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.
- 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, generally Tuesdays.
- Direct deposit funds are available 2 business days after the Processed Date (also referred to as the pay run date), generally Tuesdays.
- Checks will be mailed no later than 2 business days after the Processed Date. Checks will be mailed to the Mailing address of the employee as it appears in HRMS.

### FINDING INFORMATION & SELF SERVICE - For the Employee Being Reimbursed

- 1) *Self Service > Travel and Expense > Travel and Expense Inquiry* lists for you all reimbursements that have been processed.
- 2) You are able to view transactions that have been entered as soon as they are saved by AP.
- 3) 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.

Travel and Expense Inquiry

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

Expense Description	Expense Date	Amount	Direct Deposit	Check	Voucher Number	Account Code	Account Sub Code	Processed?	Processed Date	Type
1 ATLANTA	01/28/2009	-194.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1569	010145	1380	<input checked="" type="checkbox"/>	07/27/2009	Re
2 ATLANTA - EXPENSES	07/13/2009	1000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1569	211001	2456	<input checked="" type="checkbox"/>	07/27/2009	Re
3 TAMPA/ST PETERSBURG	06/01/2009	-359.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1245	010145	1380	<input checked="" type="checkbox"/>	07/27/2009	Re
4 TAMPA/ST PETERSBURG EXPENSES	07/01/2009	1000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1245	211003	2130	<input checked="" type="checkbox"/>	07/27/2009	Re

**Note:** It is best to wait until Monday to see if your reimbursement got picked up in the previous Friday reimbursement pay run.

- 4) *View Paycheck* contains both payroll and reimbursement payment information.
- The top of the paycheck will identify reimbursements as Pay Group of TRV-Travel and Expense.

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

- The reimbursement transaction of \$805.60 is reflected in the TOTAL GROSS and NET PAY amounts, but is correctly not included in FEDERAL TAXABLE GROSS (which is the amount that appears on your W2 as taxable income at the end of the year) and no TAXES or DEDUCTIONS are taken. F3 reimbursements that are properly documented and accounted for in a timely manner will not appear on your W2.

	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

- Net Pay Distribution tells the combination of payment methods: direct deposit to checking and/or savings account(s) or paper check and the dollar amount associated with each.

### PERSONNEL ACTION FORM USER ROLE INFORMATION

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
- Travel/Expense Emplid Inquiry* – Provides the same information available to the employee

### TRAVEL & EXPENSE USER ROLE INFORMATION

- 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 by contacting your HR rep.
- Travel & Expense user role security does not provide access to any payroll or HR labor data.

### DATA WAREHOUSE INFORMATION

- Where HRMS 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.
- Data Warehouse access is helpful for anyone that is responsible for reconciling or analyzing data on their accounts. Information regarding the Data Warehouse is available at:  
<https://uofr.rochester.edu/SiteDirectory/UIT/Teams/DW/default.aspx>

### REALLOCATIONS

- 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.
  - 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. Contact the AP Staff Accountant at 275-3483 option 3 or 275-0668 and with an email to fix the account numbers prior to the pay run.
- Keep in mind that the Cost Transfer Policy for Sponsored Programs applies to these reallocations, including approvals and timing of requests.
- Send completed Travel and Expenses Reallocations forms to Accounts Payable at RC Box 278958.

### OTHER

- 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.