

Employee Business Expenses / Self Service Entry and Approval Instructions

Tips:

- All business expenses going forward will be entered in Self Service.
- MMB's written instructions make many references to **HR/Payroll staff**. For Admin, that means FMR.
- According to the IRS, expenses not entered and completed by the employee within 60 days of when incurred are taxable for federal, state, FICA and Medicare.
- Expenses must be entered and approved by supervisor in Self Service by Tuesday, the pay period end date, in order to be included in the employee's paycheck on Friday of the following week.
- Self Service will not be used for advances.

Entry Process:

- Sign into Self Service and follow path: State of MN Self Service, Other Payroll, Business Expenses
- Click **Go To** on the **New Expense** line.
 - Main page
 - Enter Expense Description for this expense submission
 - Describe trip/expenses in general
 - Receipts are added from the Main page.
 - Maximum of 10 attachments can be uploaded
 - Describe receipts included in attachment
 - Mileage
 - IRS mileage rate (auto populates)
 - Distinguish between trip and local miles
 - Trip miles – from city to city
 - Record city traveled from and to
 - Local miles – from address to address within same city
 - Record addresses (including city) traveled from and to
 - For round trip, enter either:
 - One line with RT (Round Trip) entered in Description field along with city-to-city or address-to address information
 - Two lines, one for each leg of the trip
 - Meals and Lodging
 - For meals include departure or arrival times if needed
 - Meals without lodging are taxable
 - If lodging was purchased on a p-card, add "p-card" in Description field for meal expenses
 - If lodging was purchased on a purchase order, add "PO" in Description field for meal expenses
 - Other Expenses
 - Labor Distribution
 - Labor distribution must be entered for every earn code
 - Accounting Date
 - Leave blank
 - Date coding instructions will be sent for trips occurring near the end of the fiscal year
- System assigns an Expense Group ID after employee clicks **Save**.
- Click **Complete?** for each Earnings Code row entered, or **Check 'Complete' All** to mark all rows on a tab complete.
- Click **Save** to save data on all pages and complete the entry process.

Self Service Approval – Supervisor

Approval Tips:

- Expenses must be entered **and approved by supervisor** in Self Service by Tuesday, the pay period end date, in order to be included in the employee's paycheck on Friday of the following week.

•

Approval Process:

- Sign into Self Service and follow path: State of MN Self Service, Managers Tasks, Manager Business Expense
- Choose appropriate Approval Flag or enter Employee ID to search for expenses waiting for approval.
- Review expenses
- If corrections are needed, contact the employee who must enter changes/corrections.
- MMB instructions do not require managers to validate labor distribution, but Admin managers must ensure and validate the correct labor distribution codes.
- When satisfied that all information is correct, click **Approved?** on a single expense row OR click **Check 'Approved' All**.
- Click **Validate Labor Dist** to validate accounting codes to which expenses will be charged.
- After validating, click **Check Progress** until processing is complete.
- Review any error messages and correct as needed.
- After validating successfully, click **Save**.