



Office Memorandum

Date: October 31, 2013

To: Agency Payroll, HR and Accounting Staff

From: Mary Muellner, Director
Statewide Payroll Services

Subject: Self Service Business Expenses

MMB Commissioner, James Schowalter, recently sent a memo to Agency Heads, Deputy Commissioners, and Chief Financial Officers encouraging agencies to increase the use of Self Service Business Expenses. I would like to take this opportunity to review the process available to agencies for entering business expenses in Self Service. This process can be an effective resource for managing expense reimbursement in your agency. Self Service enables employees to enter business expense information directly into Self Service where managers can approve it, and agency payroll staff can validate it for payment. Self Service is an easy and efficient way to manage the business expense process. Agency employees can use Self Service to enter business expenses regardless of whether they are using Self Service for Time Entry.

Advantages of Self Service Business Expense entry

1. Eliminates the need to fill out and submit the paper forms.
2. Mileage amounts are calculated automatically using the appropriate IRS rate for the date specified.
3. Employees can view status information for expenses they entered to determine when they will be paid.
4. Employees can access a history of all business expenses entered in Self Service.

Good news about recent enhancements

- Original receipts are no longer required and other forms of receipts are acceptable. You can review the following policy for details: [Operating Policy and Procedure PAY0021, Employee Business/Travel Expenses](#).
- Business expense *advance* fields have been moved from the initial Self Service Business Expense page, to the last page, reflecting their limited use.
- When managers review records for approval, rows already processed will be “collapsed” so that only the information requiring their attention will display in detail.

How do we get started? Who does what?

Below is a brief outline of the Self Service Business Expenses process. Keep in mind, agencies can customize pieces of the process. An agency may choose to begin using the business expense functionality in Self Service for selected departments each pay period in order to phase the process in over time.

How do we get started?

Self Service instructions and Web seminars are located on the MMB website, <http://www.mmb.state.mn.us/ss-be>. There are PDF and Word versions of the instructions. Agency staff may customize the Word version of the instructions to fit their needs. The Payroll and Human Resource Staff Instructions include how to get started.

Agency Human Resources and/or Payroll Staff – Set Up

- Send a request to Statewide Payroll Services listing the payroll department IDs that should be set up to use Self Service Business Expenses.
- The department ID on position and job records will need to be verified, so the employees are assigned to the correct department ID. Employees must be assigned to departments their manager or supervisor has security clearance to approve. This may involve creating new department IDs and changing the department ID on position and job records. Agencies using Self Service Time Entry, who do not require any department ID changes, may be able to skip this step.
- Set up primary and backup approvers in SEMA4.

Note: The Self Service Business Expense approvers are separate from Self Service Time Entry approvers. All agencies, including agencies using Self Service Time Entry, must complete this step.

Who does what?

Employees

- Use Self Service to enter business expenses reimbursement information.
- Submit receipts and supporting documentation.

Managers and Supervisors

- Validate expense entered information, checking required receipts, as well as eligibility and compliance with bargaining agreements and compensation plans.
- Contact employees when there are discrepancies. After the employee makes the correction, revalidate the information.
- Approve the business expense reimbursement.

Agency Payroll Staff

- Monitor the Self Service Business Expense process using the Self Service component in SEMA4, so that all the expenses groups are marked “Manager Approved” and are ready for final review by the agency payroll staff.
- Review business expenses data, maintain receipts, and supporting documents.
- Add labor distribution information, if needed. Validate, correct any errors and revalidate.
- Mark “Approved.”

Important: Train your employees, supervisors, managers, and payroll staff!

Agency Payroll and Human Resources staff should contact Erin Gregory at 651-201-8077 or erin.gregory@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF