Office Memorandum

Date: December 4, 2013

To: Agency Payroll, HR and Accounting Staff

From: Mary Muellner, Director
Statewide Payroll Services

Subject: Self Service Business Expenses Enhancements

The Self Service business expense pages have recently been modified. These enhancements were made in response to agency feedback, as well as opportunities for improved functionality with respect to handling receipts.

1. Advances Page

A new page was created and added to the Business Expense component. There are now five pages for entering business expenses in Self Service: Main, Mileage, Meals and Lodging, Other Expenses and the new page – Advances. The Advances page includes information (previously located on the Main page) and was created as the final component page because of its infrequent use.

2. View for Managers Approving Business Expenses

When a manager accesses the Manager Tasks icon to review business expense records entered by employees, rows that require the manager's review will display *all* detail for *all* rows that require approval. Business expense rows that were previously approved or processed will be collapsed. This allows the manager to easily see those things that require review and approval without having to expand and collapse the rows on the page.

3. Functionality for Attaching Receipts

Users are now able to attach receipts electronically. On the Business Expenses Main page in Self Service, an Add Receipts button has been added. This new functionality enables users to attach receipts to complete reimbursement requests. Receipts can be scanned, saved and then uploaded. Different browsers may respond and display slight differences when uploading.

The following steps will assist employees using the "Add Receipt" functionality on the Main page of the Business Expenses component.

To attach receipts electronically:

1. Click the [Add Receipts] Add Receipts button.
2. Under the Receipts header, click the [Add] Add button.
3. In the File Attachment pop-up box, click the [Browse...] Browse button.

4. In the Choose File to Upload window, locate the file you want to attach.

5. When the file/path name appears in the File Attachment pop-up box, click the Upload button.

6. A message displays indicating the Add Attachment succeeded. Click the OK button. The button has been replaced with the View button.

7. The Description field that displays just to the right of the View button is a required field. Enter any further description necessary.

8. Click Add a Row to add additional receipts.

The following guidelines apply when using the "Add Receipts" functionality in Self Service:

- This enhancement does NOT affect which expenses require receipts. Receipts are still required to document most expenses. However, since "original" receipts are no longer necessary, receipts may take a variety of forms. Examples of acceptable forms of receipts include, but are not limited to: receipts delivered to the employee electronically, copies, scans, faxes, or original paper receipts.
- All receipts are added using the Add Receipts button on the Main page, regardless of which page in the component was used to enter the business expense detail (earn code, amount, etc.).
- The maximum number of receipts that can be attached to one expense report is 10.
- Once the maximum number of allowable receipts has been attached, the Add a Row button will no longer appear under the Receipts header.
- Receipts can be added before entering expenses on the other pages of the component; however in order to successfully save the Expense ID, at least one expense row must be added.
- Once attached, employees, managers and payroll staff can click the View button to review the attached receipts.
- Managers can also attach receipts if necessary.
- When viewing a receipt, the details of who attached it (their User ID) and the date and time it was attached display to the right of the description field.
- Once a receipt has been added, and payroll staff has approved any of the expenses on the Expense ID, an attached receipt cannot be deleted.

Self Service Business Expenses Instructions for employees and managers will be updated and posted on the MMB website at http://www.mmb.state.mn.us/ss-be. SEMA4 Help will also be updated with instructions for payroll staff who give final approval to expenses entered in Self Service.

Agency Payroll, HR and Accounting 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