BUSINESS EXPENSES

# Self Service Employee Business Expenses: Manager Review and Approval

A step-by-step guide for manager review and approval of employee business expenses in Self Service. If applicable, instructions for reviewing, updating, and validating Labor Distribution are also included.

**Audience:** Managers and supervisors who approve expenses **Updated:** September 2026

## Why This Matters

- Manager review and approval is required before employee business expenses can be processed.
- Employee business expenses must be submitted for reimbursement within 60 days after the expense is paid or incurred. Reimbursements submitted after 60 days are considered supplemental wages and are subject to applicable federal, state, Social Security, and Medicare tax withholding.

## Access Business Expenses

1. Select **My Manager Homepage** tile from the Self Service landing page.
2. Select the **Manager Business Expenses** tile.
3. Select the **Payroll** tile.

4. Select **Manager Business Expense** tab on the left.

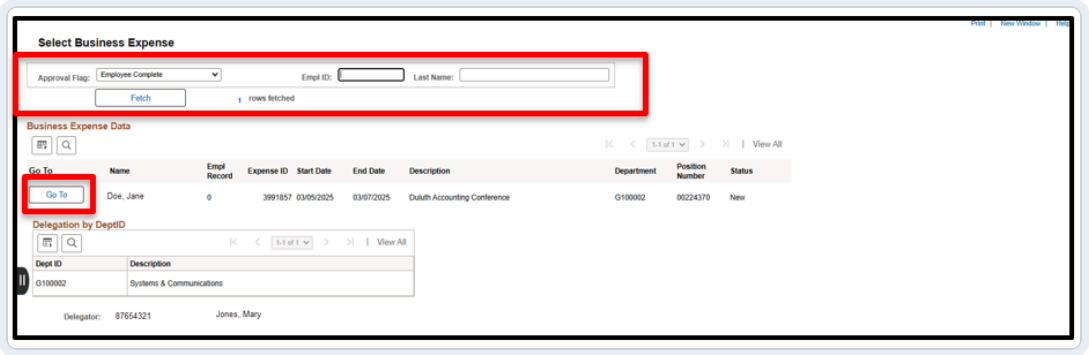


**Figure 1.** Set the Approval Flag, select Fetch, then select Go To next to the business expense.

5. In the **Approval Flag** field, select **Employee Complete**.

> **Note:** In most cases, selecting Employee Complete option will display business expenses that are ready for manager review and approval. Other available values include Agency Approved, Agency Not Approved, Manager Approved.

6. (Optional) Enter an Empl ID or Last Name to narrow the search results.

7. Select **Fetch**.

8. Select **Go To** next to the business expenses you want to review.

## Review Business Expenses

1. Review the information on each Business Expense page, as applicable: Main, Mileage, Meals and Lodging, Other Expenses and Advances.

2 Review receipts and any supporting documentation, when applicable.

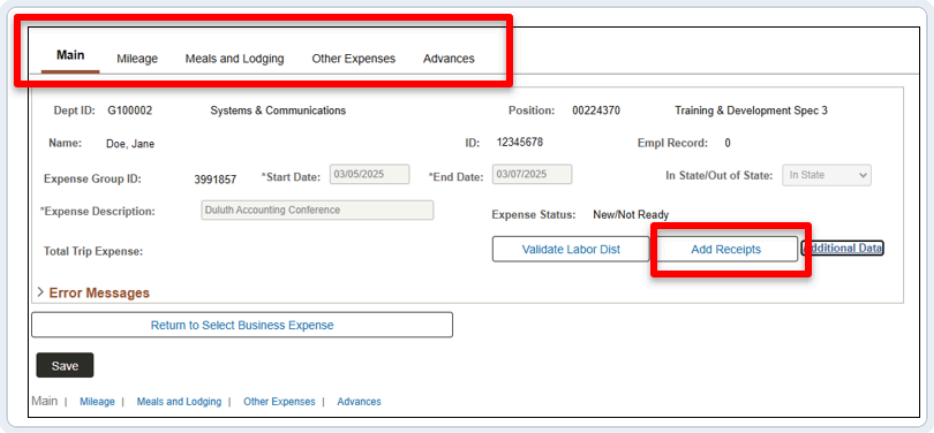


**Figure 2.** Review each tab and select Add Receipts to view attached receipts.

## Correct Business Expenses (If Applicable)

If changes to the business expenses are needed before agency payroll approval:

- Return the business expenses to the employee for correction. **or**
- Make the necessary updates before approving the business expenses.

> **Important:** To update employee-entered information, clear the Complete? checkbox before making changes. After all changes have been completed, select the Complete? checkbox again and save the business expenses.

## Apply and Review Labor Distribution (If Applicable)

The Labor Distribution option is used by some agencies to identify how business expenses are charged to one or more funding sources. If the Labor Distribution option is used, review each applicable Business Expense page to ensure the Labor Distribution information is complete and accurate.

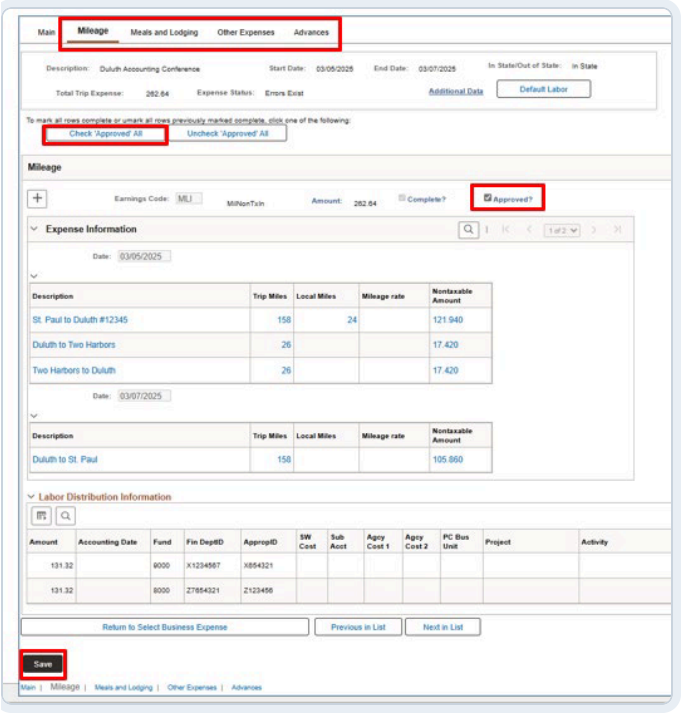


**Figure 3.** Labor Distribution Information on a Business Expense page.

If updates are needed, Labor Distribution can be modified by:

- Manually updating the existing Labor Distribution.
- Applying Default Labor by selecting the **Default Labor** button.
- Applying SpeedCharts.

After all updates are complete, validate the Labor Distribution before approving the business expenses.

## SpeedCharts (If Applicable)

A SpeedChart is an agency-defined shortcut that populates Labor Distribution information for business expenses.

If available, use SpeedCharts to populate the Labor Distribution information.

1. Enter or select the appropriate SpeedChart. (Select the **Look Up SpeedCharts** button to locate and select a SpeedChart.)

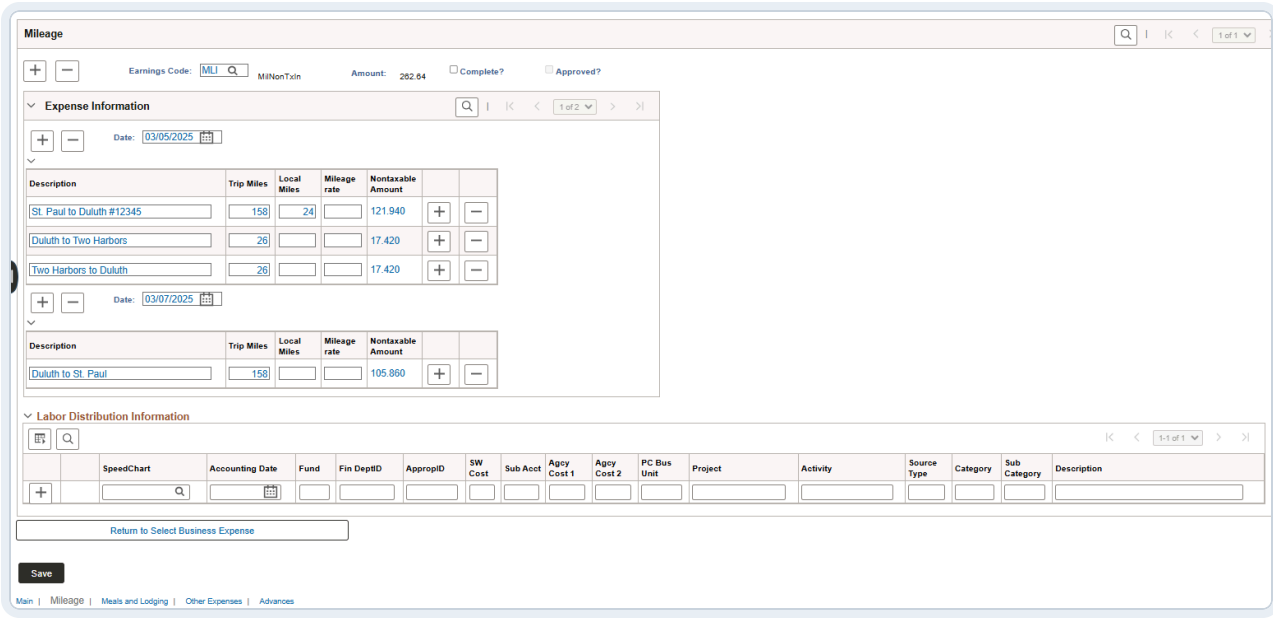


**Figure 4.** The SpeedChart field in the Labor Distribution Information section.

2. Select **Apply SpeedCharts**.

3. Review the populated Labor Distribution information.

> **Important:** SpeedCharts apply only to expense rows on the current page that have an assigned SpeedChart. Review each Business Expense page individually. If multiple pages contain expense information, repeat this process on each applicable page.

## Validate Labor Distribution (If Applicable)

Validate the Labor Distribution information after all updates have been completed. Validation reviews the Labor Distribution information for all Business Expense pages within the business expense record.

1. Select **Validate Labor Dist** button.

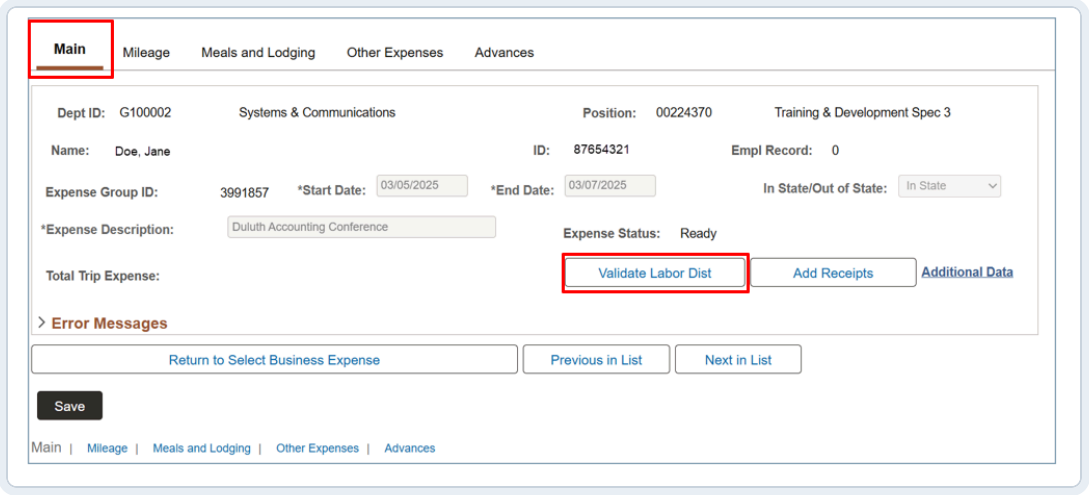


**Figure 5.** The Validate Labor Dist button on the Main tab.

2. Select **Check Progress** until the validation process is complete.
3. Review any validation messages.
4. Correct any errors, if applicable.
5. Revalidate the Labor Distribution until all necessary corrections have been completed or any remaining errors are intentionally left for agency payroll staff to correct.

## Approval of Business Expenses

After completing the review process and validating Labor Distribution (if applicable), approve the business expenses.

1. Select the **Approved?** checkbox to approve an individual business expense row. **or** Select **Check "Approved" All** to approve all business expense rows on the current page.
2. Repeat the approval process on each applicable Business Expense page.
3. Select **Save**. When prompted, select **Yes** to confirm the approval and apply the electronic signature.

> **Important:** All applicable business expense rows must be marked Complete and Approved before the business expenses can continue through the approval process.

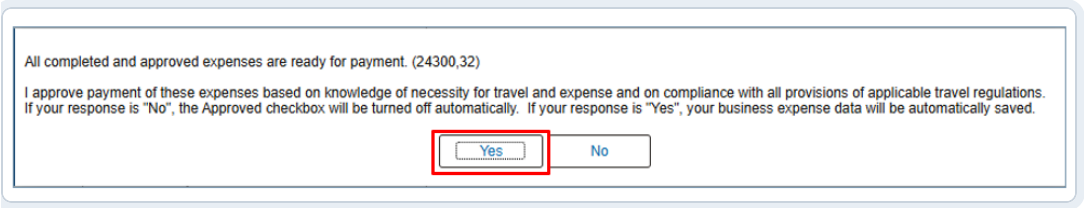


**Figure 6.** Select Yes to confirm the approval and apply the electronic signature.

## Problems and Solutions

| Problem | Solution |
|---|---|
| **I checked the Approved? box but now I need to make a change and I can't type in the fields of the business expense pages.** | First, you must uncheck the Approved? box, and then you will need to uncheck the employee's Complete? box. The fields should then be accessible to you for changes. After making your changes you must check the Complete? box, check the Approved? box, and then save your changes. |
| **The Total Trip Expense field does not add up to the total of all the expense rows that were entered.** | The Total Trip Expense field amount includes only rows marked Approved?. Review the expenses to make certain that all rows you want to approve are marked with a check in the Approved? box. |
| **Mileage is not calculating at the correct rate.** | SEMA4 calculates mileage using the standard IRS rate in effect on the date the miles were driven. If the reimbursement rate should be something other than the standard IRS rate, the reimbursement rate can be overridden and calculated with a different per mile amount by entering that amount in the Mileage Rate field. If there are mileage expenses for multiple days, and the IRS mileage rate changed between the start date of the trip and the end date, a value should be entered in the Mileage Rate field to ensure that the miles traveled on dates prior to the change calculate at the correct rate. |
| **I do not have any idea what values to include in the fields marked Labor Distribution Information.** | You are not required to enter labor distribution information. However, you can enter values in the labor distribution fields, populate the fields by selecting the Default Labor button, use SpeedCharts (if available), or leave the fields blank. You can approve expense records that have errors and agency payroll staff will make corrections prior to final approval and processing. |

| Problem | Solution |
| --- | --- |
| **I attached a receipt electronically in error, and now I can't delete it.** | Once a receipt has been added, and your agency payroll staff has approved any of the expenses on the Expense ID, an attached receipt cannot be deleted. |
| **I cannot see all the information entered on the body of the business expense pages.** | To view information on the business expense pages:<br>• Business Expense rows requiring approval will display information.<br>• Business Expense rows previously approved or processed will display as collapsed. |
| **Selecting the Default Labor button does not appear to populate the labor distribution fields.** | As a manager, you must first uncheck the Approved? box, and the Complete? box for the Default Labor button to work. Also, when you select the Default Labor button, the button will only default labor distribution values for the rows on the page that you are currently on, and only if all labor distribution fields on a row are blank. |
| **Agency payroll staff has not processed employee expenses that I have approved for payment.** | Only Expense Group IDs that have ALL rows marked Approved will be reviewed by agency payroll staff for final approval and processing. If there is a problem, question or documentation issue with a single row, and it has been left unapproved, the manager and the employee may decide to delete that row so the others can be processed and insert the row at a later date when the issue has been resolved. |
| **Expenses were inadvertently overpaid.** | You will need to contact your agency's payroll staff and explain the overpayment. They will need to enter the changes to fix the overpayment. |

| Problem | Solution |
| --- | --- |
| **There is an expense row that I did not approve, with earnings code BTX, on a processed business expense record. How did it get there, and what is it for?** | The Internal Revenue Service (IRS) requires that if an employee does not submit expenses for reimbursement within 60 days after the expenses were paid or incurred, the reimbursement is categorized as supplemental wages, becomes taxable and withholding tax must be taken. If a reimbursement is taxable because it was not submitted within 60 days of incurring the expense, an expense row with the non-paying earn code, BTX, is added. This BTX row is created during the final agency payroll staff approval process, and it will display on the Other Expenses page when the approval process is complete. The BTX amount is not included in the Total Trip Expense field. |
| **I don’t see the SpeedChart field. Is there something wrong with my record?** | No. Your organization has chosen not to use SpeedCharts at this time. |