

Self Service Employee Business Expenses: Manager Review and Approval

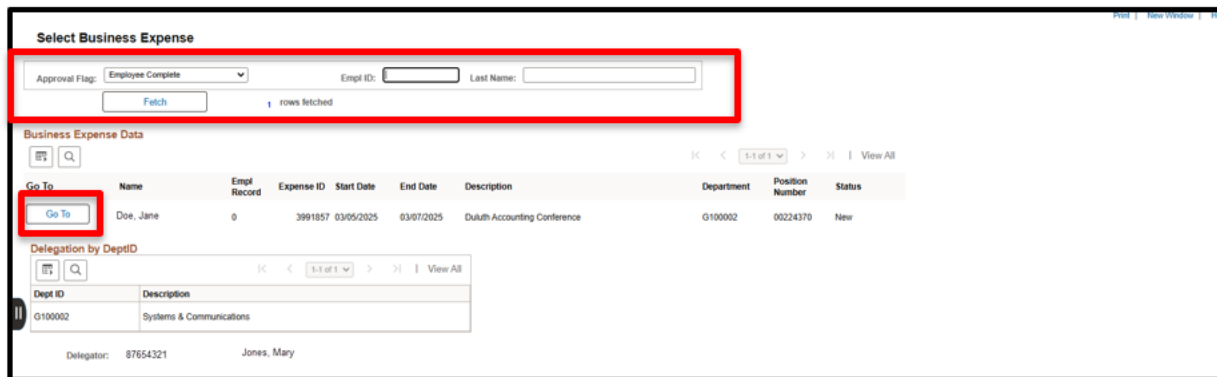
A step-by-step guide for manager review and approval of employee business expenses in Self Service. If applicable, instructions for reviewing, updating, and validating Labor Distribution are also included.

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.



Select Business Expense

Approval Flag: **Employee Complete** Empl ID: Last Name:
 [Fetch](#) 1 rows fetched

Business Expense Data

Go To	Name	Empl Record	Expense ID	Start Date	End Date	Description	Department	Position Number	Status
Go To	Doe, Jane	0	3991857	03/05/2025	03/07/2025	Duluth Accounting Conference	G100002	00224370	New

Delegation by DeptID

Dept ID	Description
G100002	Systems & Communications

Delegation: 87654321 Jones, Mary

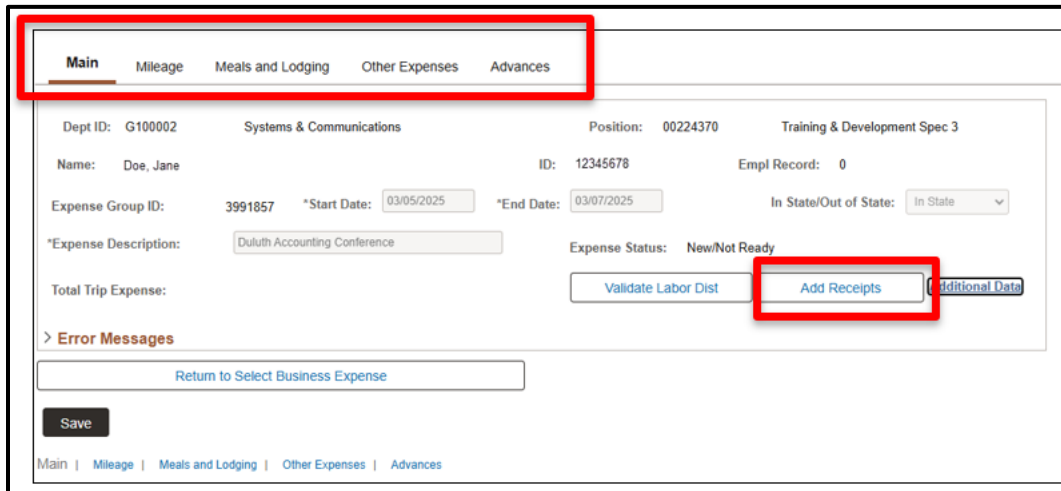
5. In the **Approval Flag** field, select **Employee Complete**.

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.



The screenshot shows the 'Main' tab of the Business Expense form. The form contains the following fields and buttons:

- Tabs:** Main (selected), Mileage, Meals and Lodging, Other Expenses, Advances.
- Employee Info:** Dept ID: G100002, Systems & Communications, Position: 00224370, Training & Development Spec 3, Name: Doe, Jane, ID: 12345678, Empl Record: 0.
- Expense Info:** Expense Group ID: 3991857, *Start Date: 03/05/2025, *End Date: 03/07/2025, In State/Out of State: In State (dropdown).
- Description:** *Expense Description: Duluth Accounting Conference.
- Status:** Expense Status: New/Not Ready.
- Buttons:** Validate Labor Dist, Add Receipts (highlighted), Additional Data.
- Other:** Total Trip Expense: (empty field), > Error Messages, Return to Select Business Expense, Save.

Correct Business Expenses (If Applicable)

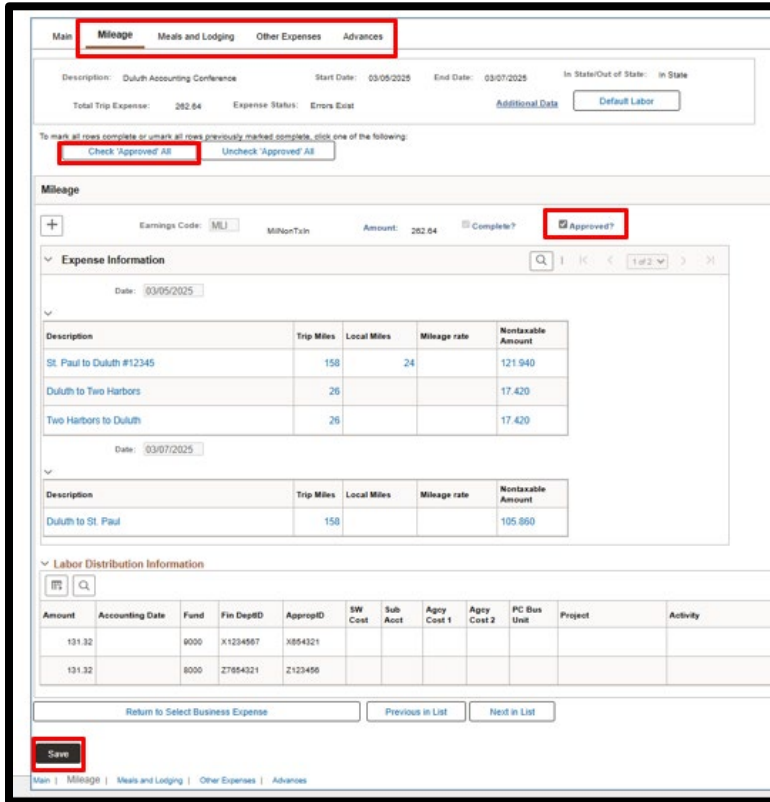
If changes to the business expenses are needed before agency payroll approval:

- 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.



The screenshot shows the 'Mileage' form with the following details:

- Navigation:** Main | **Mileage** | Meals and Lodging | Other Expenses | Advances
- Expense Information:**
 - Description: Duluth Accounting Conference
 - Start Date: 03/05/2025, End Date: 03/07/2025
 - Total Trip Expense: 262.64, Expense Status: Errors Exist
 - Buttons: Additional Data, Default Labor
- Actions:** Check Approved All, Uncheck Approved All
- Mileage Section:**
 - Earnings Code: MU, Mileage Type: Mileage, Amount: 262.64, Complete? ☒ Approved?
- Expense Information Table:**

Description	Trip Miles	Local Miles	Mileage rate	Non-taxable Amount
St. Paul to Duluth #12345	158	24		121.940
Duluth to Two Harbors	26			17.420
Two Harbors to Duluth	26			17.420
- Labor Distribution Information Table:**

Amount	Accounting Date	Fund	Fin DeptID	AppropriID	SW Cost	Sub Acct	Agcy Cost 1	Agcy Cost 2	PC Bus Unit	Project	Activity
131.32		8000	X1234567	X854321							
131.32		8000	Z7854321	Z123456							
- Buttons:** Return to Select Business Expense, Previous in List, Next in List, **Save**

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**.

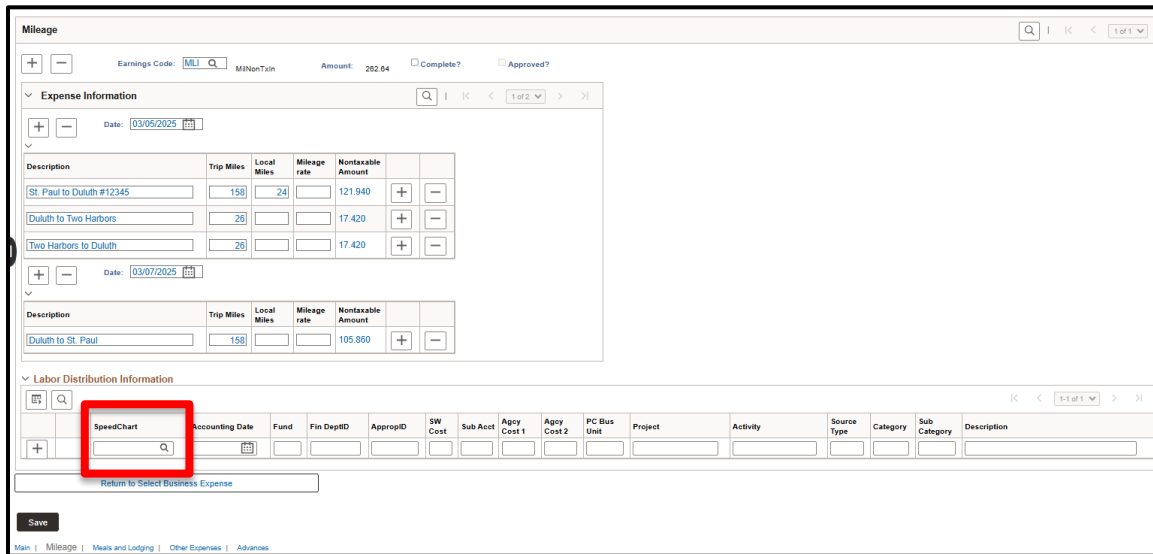
After all updates are complete, validate the Labor Distribution before approving the business expenses.

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.)



Mileage

Earnings Code: Amount: 262.64 ☐ Complete? ☐ Approved?

Expense Information

Date: 03/05/2025

Description	Trip Miles	Local Miles	Mileage rate	Nontaxable Amount		
St. Paul to Duluth #12345	158	24		121.940	+	-
Duluth to Two Harbors	26			17.420	+	-
Two Harbors to Duluth	26			17.420	+	-

Date: 03/07/2025

Description	Trip Miles	Local Miles	Mileage rate	Nontaxable Amount		
Duluth to St. Paul	158			105.860	+	-

Labor Distribution Information

Main | Mileage | Meals and Lodging | Other Expenses | Advances

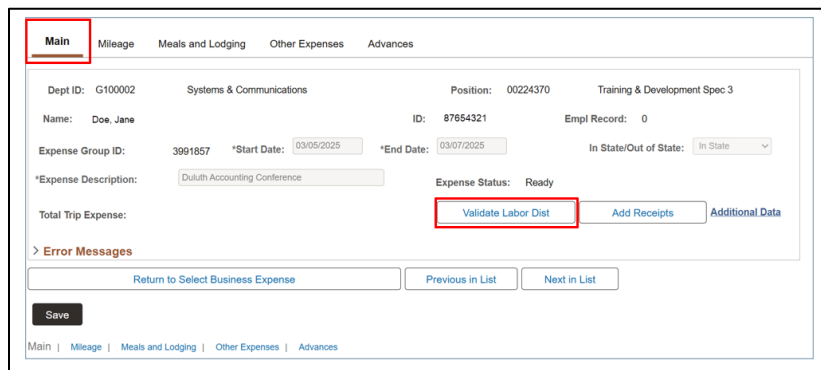
2. Select **Apply SpeedCharts**.
3. Review the populated Labor Distribution information.

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.



Main | Mileage | Meals and Lodging | Other Expenses | Advances

Dept ID: G100002 Systems & Communications Position: 00224370 Training & Development Spec 3

Name: Doe, Jane ID: 87654321 Empl Record: 0

Expense Group ID: 3991857 *Start Date: 03/05/2025 *End Date: 03/07/2025 In State/Out of State: In State

*Expense Description: Duluth Accounting Conference Expense Status: Ready

Total Trip Expense:

> Error Messages

Main | Mileage | Meals and Lodging | Other Expenses | Advances

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.

All completed and approved expenses are ready for payment. (24300,32)

I approve payment of these expenses based on knowledge of necessity for travel and expense and on compliance with all provisions of applicable travel regulations. If your response is "No", the Approved checkbox will be turned off automatically. If your response is "Yes", your business expense data will be automatically saved.

Problems and Solutions

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.

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:
 - Business Expense rows requiring approval will display information.
 - 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.

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.