# Table of Contents

Overview .................................................................................................................. 3

Access ESS and Employee Expense Reimbursement: .................................................. 3

To Establish a New Vendor Id: ................................................................................... 4
  If “Your Bank Information” Fields are Blank ............................................................... 5
  If “Your Bank Information” Fields Contain Data ......................................................... 8

To view your new Vendor ID ........................................................................................ 11

When will the Vendor ID be active? ............................................................................ 11

If you already have a Vendor ID: ........................................................................... 11

To change Expense Reimbursement from paper check to ACH ......................... 12

To change the bank to receive the Expense Reimbursement ACH ....................... 14

When will the change be effective? ........................................................................... 16

## Document History:

<table>
<thead>
<tr>
<th>Document Revision Date</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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Overview

Employees requiring a Vendor ID to receive Expense Reimbursement can now request a Vendor ID and those with an existing Vendor ID can update personal and bank account information in the Employee Expense Reimbursement module in Employee Self Service (ESS) totally online.

Please note that in this document Direct Deposit refers to Payroll and ACH refers to Expense Reimbursement. Also, information entered for the Employee Expense Reimbursement module does not impact Payroll. Employee Expense Reimbursement and Payroll are separate.

Agencies will no longer be able to add/maintain Employee Vendor IDs and SAO will no longer update Employee Vendor information. Employee Expense Reimbursement gives employees full control of their personal and banking information.

Access ESS and Employee Expense Reimbursement:

https://route88.state.ga.us/psp/sao/?cmd=login&languageCd=ENG&

- Login using your Employee ID and password.
- Click on Sign In
To Establish a New Vendor Id:

To receive a reimbursement for expenses, you must establish a Vendor ID.

- **Note**: If you are currently receiving Expense Reimbursements, you already have a Vendor ID and the Register button is not accessible.

- Click on **Register** to open the request form and populate HCM information.
• The **Employee ID** field **will** be populated and the **Vendor ID** field **will not** be populated at this point

If “Your Bank Information” Fields are Blank

If your bank account information is blank, this indicates you currently do not receive payroll via direct deposit.

A. To receive **paper Expense Reimbursement checks**:
   - Verify **Your Contact Information** and click **Submit**
• Click OK

You will receive an email at the email address listed in the Employee Expense Reimbursement information to advise you that your ESS profile has been updated.

✓ Note: Entering Employee Expense Reimbursement information does not affect Payroll.

B. To receive Expense Reimbursement via ACH:

✓ NOTE: Entering Employee Expense Reimbursement information does not affect how you receive Payroll.

✓ NOTE: Click on View Check Example for an illustration of where to find the Routing Number and the Account Number on your check. Click OK to close the check display.

• Enter the bank Routing Number in the **Routing Number** field and depress the Tab key
• Enter the bank Routing Number in the **Confirmation Routing Number** field and depress the Tab key
• Enter the bank Account Number in the **Account Number** field and depress the Tab key
• Enter the bank Account Number in the **Confirmation Account Number** field and depress the Tab key
• Note: Take the information from a check and not a deposit slip!
• Verify contact information
- Click **Submit**

![Employee Expense Reimbursement Form]

**Your Bank Information**
- Routing Number: 061999999
- Account Number: 078123456

**Your Contact Information**
- Country: United States
- Address 1: 2 Main Street
- City: Anytown
- State: GA
- Post: 30303
- Phone: 770-444-9999
- Email: jdoe@soc.ga.gov

**Helpful Instructions:**
* You must click on Submit or your information will not be saved.
* Completion of this page is required for any employee reimbursement.
* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.

- Click **OK**

![Submit Confirmation]

**Employee Expense Reimbursement**
**Submit Confirmation**

![OK]

- The Submit was successful.

- You will receive an email at the email address listed in the Employee Expense Reimbursement information to advise you that your ESS profile has been updated.

  ✓ **Note:** Entering *Employee Expense Reimbursement* information does **not** affect Payroll.
If “Your Bank Information” Fields Contain Data

If the Your Bank Account information is not blank, you currently receive payroll payments via direct deposit.

✓ **NOTE:** When initially accessing the Employee Expense Reimbursement module, the banking information displayed is the primary account banking information from Payroll. Subsequent access will be the account of record for Employee Expense Reimbursements.

A. To have the Expense Reimbursement sent via ACH to the same bank account
   - Click **Edit**

   - Verify **Contact Information**
   - Click **Submit**
Click OK

You will receive an email at the email address listed in the Employee Expense Reimbursement information to advise you that your ESS profile has been updated.

Note: Entering Employee Expense Reimbursement information does not affect Payroll.

C. To have Expense Reimbursement sent via ACH to a different bank account:

Click on Edit
- Update any Contact Information if needed
- Enter the Bank Routing Number in the **Routing Number** field and depress the Tab key
- Enter the Bank Routing Number in the **Confirmation Routing Number** field and depress the Tab key
- Enter the Bank Account Number in the **Account Number** field and depress the Tab key
- Enter the Bank Account Number in the **Confirmation Account Number** field and depress the Tab key
  - **Note:** Take the information from a check and not a deposit slip!
- Click **Submit**

```
Employee Expense Reimbursement

John Doe
Vendor ID: 00123456

Your Bank Information
Routing Number: 081688999
Account Number: 1972226666

Your Contact Information
Country: United States
Address 1: 2 ANY STREET
City: NEWTOWN
Postal: 30303
Phone: 770/475-3369
Email ID: jdoe@sac.ca.gov

Helpful Instructions:
* You must click on Submit or your information will not be saved.
* Completion of this page is required for any employee reimbursement.
* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.
```

- **Click OK**

```
Employee Expense Reimbursement
Submit Confirmation

The Submit was successful.

OK
```
 You will receive an email at the email address listed in the Employee Expense Reimbursement information to advise you that your ESS profile has been updated.
  ✓ **Note:** Entering **Employee Expense Reimbursement** information does not affect Payroll.

![Email Confirmation](image)

**To view your new Vendor ID**

- Log back in to **ESS/Self Service/Employee Expense Reimbursement** and the Vendor ID field will be populated

**When will the Vendor ID be active?**

- Immediately
- New GA Travel and Expense Users:
  - Request access to the GTE system by filling out the online form on the SAO website
    - Travel/GA Travel & Expense/GA Travel & Expense Online Booking tool
    - Select: GA Travel & Expense Access Request Form

**If you already have a Vendor ID:**

The Employee Expense Reimbursement form will open. If you already have a Vendor ID, your information will appear grayed out and your **Vendor ID** and **Employee ID** will be displayed.

- If the **Your Bank Information** field is blank, you currently receive Expense Reimbursements via paper check
- If the **Your Bank Information** field contains bank account data, you currently receive Expense Reimbursements via ACH
- The **Vendor ID** field near the top of the form contains your previously assigned Vendor ID
To change Expense Reimbursement from paper check to ACH

- Select **Edit** to update **Your Bank Information** and/or **Your Contact Information**

![Employee Expense Reimbursement form]

- Enter the **new** bank Routing Number in the **Routing Number** field and depress the **Tab** key
  - **Note:** The Bank Routing Number should be 9 digits
- Enter the new bank Routing Number in the **Confirmation Routing Number** field and depress the **Tab** key
- Enter the new bank Account Number in the **Account Number** field and depress the **Tab** key
- Enter the new bank Account Number in the **Confirmation Account Number** field and depress the **Tab** key
- Correct any contact information if needed.
• Select **Submit** to save the information and update your records

![Submit Confirmation]

- **Submit Confirmation**
  - The Submit was successful

• Click on **OK** in the Submit Confirmation box that appears
• You will receive an email at the email address shown on the Employee Expense Reimbursement form advising you that a change was made
✓ **NOTE**: Entering *Employee (Expense) Reimbursement* information does not impact Payroll information.

*To change the bank to receive the Expense Reimbursement ACH*

**Employee Expense Reimbursement**

John Doe

Vendor ID: 0000000000  Empl ID: 00123456

<table>
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<tr>
<td>Address 1:</td>
</tr>
<tr>
<td>Address 2:</td>
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<tr>
<td>Address 3:</td>
</tr>
<tr>
<td>City:</td>
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<tr>
<td>Postal:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
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*Helpful Instructions:*
*You must click on Submit or your information will not be saved.*
*Completion of this page is required for any employee reimbursement.*
*This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.*

- Select **Edit** to update *Your Bank Information* and/or *Your Contact Information*
• The old Routing Number will still appear in the Routing Number field, delete the old number
  o Enter the new **bank Routing Number** in the **Routing Number** field and depress the **Tab** key
    ✓ **Note**: The Bank Routing Number should be 9 digits
  o Enter the new bank Routing Number in the **Confirmation Routing Number** field and depress the **Tab** key
• The old Account Number will still appear in the field, highlight and delete the old number
  o Enter the new **bank Account Number** in the **Account Number** field and depress the **Tab** key
  o Enter the new bank Account Number in the **Confirmation Account Number** field and depress the **Tab** key
• Correct any contact information if needed.
• Select **Submit** to save the information and update your records
Click on **OK** in the Submit Confirmation box that appears.
- You will receive an email at the email address shown on the Employee Expense Reimbursement advising you that a change was made.

### NOTE:
Entering *Employee Expense Reimbursement* information does not impact Payroll information.

**When will the change be effective?**
- Immediately. However, differences in timing may occur based on the Agency Accounts Payable cycle.