

TeamWorks

Data Entry  
Process

ESS  
Employee  
Expense  
Reimbursement



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## Document History:

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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**

**Employee Self Service**  
PeopleSoft HCM

TEAM GEORGIA FLEX-GABREEZE

User ID:

Password:

Sign In

[Reset / Forgot your password?](#)

[Read differences of this sign on page to the previous sign on page used.](#)

[HCMQUERY Application](#) | [Contact Us](#) | [Getting Started - UPK](#)

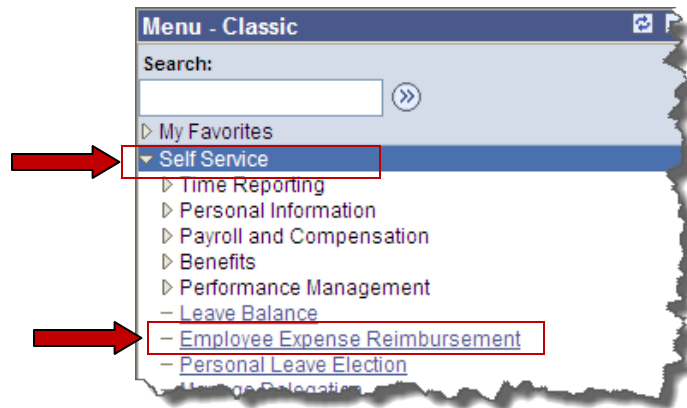
**Important Notice**

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.



- Select **Self Service**
- Select **Employee Expense Reimbursement**



## 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

**ORACLE** Home | Worklist | Ac

Menu  
Search: [ ] [ ]

- My Favorites
- Self Service**
  - Time Reporting
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Performance Management
  - Leave Balance
  - Employee Expense Reimbursement**
  - Personal Leave Election
  - Manage Delegation
- Manager Self Service
- Agency Security
- Workforce Administration
- Workforce Development
- Organizational Development
- Set Up HRMS
- Worklist
- Reporting Tools
- PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

John Doe  
Vendor ID: [ ] Empl ID: 00123456

**Your Bank Information**

Routing Number: [ ]  
Account Number: [ ]  
[View check example](#)

**Your Contact Information**

Country: United States  
Address 1: [ ]  
Address 2: [ ]  
Address 3: [ ]  
City: [ ] State: [ ]  
Postal: [ ]  
Phone: [ ]  
Email ID: [ ]

**Register** Edit Submit

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.



- The **Employee ID** field will be populated and the **Vendor ID** field will not be populated at this point

**ORACLE** Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

**Employee Expense Reimbursement**

John Doe

Vendor ID:  Empl ID: 00123456

**Your Bank Information**

Routing Number:  Confirm Routing Number:

Account Number:  Confirm Account Number:

[View check example](#)

**Your Contact Information**

Country: United States

Address 1:  2 Main Street

Address 2:

Address 3:

City:  Anytown State:  GA  Georgia

Postal:  30303

Phone:  770/444-9999

Email ID:  jdoe@sog.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.

### 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**

**Employee Expense Reimbursement**

John Doe

Vendor ID:  Empl ID: 00123456

**Your Bank Information**

Routing Number:  Confirm Routing Number:

Account Number:  Confirm Account Number:

[View check example](#)

**Your Contact Information**

Country: United States

Address 1:  2 Main Street

Address 2:

Address 3:

City:  Anytown State:  GA  Georgia

Postal:  30303

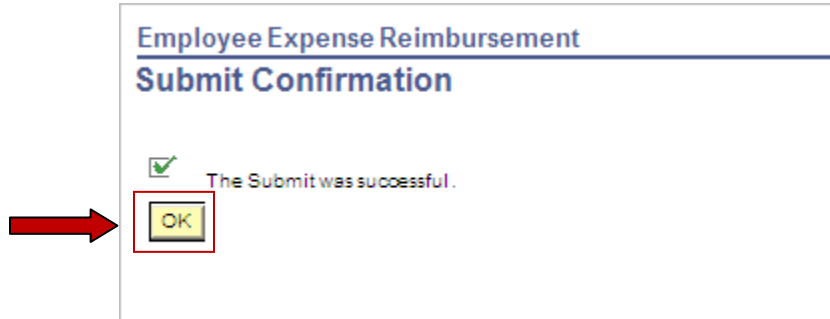
Phone:  770/444-9999

Email ID:  jdoe@sog.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.



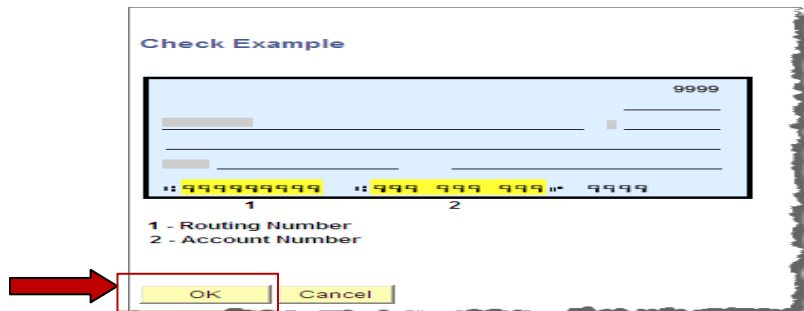
- Click **OK**



- 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**

The screenshot shows the 'Employee Expense Reimbursement' form for John Doe. At the top, it displays 'Vendor ID:' and 'Empl ID: 00123456'. Below this is the 'Your Bank Information' section, which contains four input fields: 'Routing Number' (061999999), 'Confirm Routing Number' (061999999), 'Account Number' (678123456), and 'Confirm Account Number' (678123456). A red arrow points to the top of the bank information section, and a blue arrow points to the 'Confirm' fields. Below the bank information is a link for 'View check example'. The 'Your Contact Information' section includes fields for Country (United States), Address 1 (2 Main Street), Address 2, Address 3, City (Anytown), State (GA), Postal (30303), Phone (770/444-9999), and Email ID (jdoe@sog.ga.gov). At the bottom, there are three buttons: 'Register', 'Edit', and 'Submit'. A red arrow points to the 'Submit' button. To the right of the buttons are 'Helpful Instructions' which state: '\* You must click on Submit or your information will not be saved.', '\* Completion of this page is required for any employee reimbursement.', and '\* 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**

The screenshot shows a 'Submit Confirmation' dialog box. It features a green checkmark icon and the text 'The Submit was successful.'. Below the text is an 'OK' button, which is highlighted with a red box and a red arrow pointing to it.

- 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**

**Employee Expense Reimbursement**

John Doe  
Vendor ID: 0000098765      Empl ID: 00123456

**Your Bank Information**

Routing Num: 9999  
Account Number: 1239996666  
[View check example](#)

**Your Contact Information**

Country: United States  
Address 1: 2 Any Street  
Address 2:  
Address 3:  
City: Newtown      State: GA      Georgia  
Postal: 30388  
Phone:  
Email ID:

Register    Edit    Submit

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.



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

**Employee Expense Reimbursement**

John Doe  
Vendor ID: 0000019283      Empl ID: 00123456

**Your Bank Information**

Routing Num: 9999      Confirm Routing Number:  
Account Number: 1239996666      Confirm Account Number:  
[View check example](#)

**Your Contact Information**

Country: United States  
Address 1: 2 ANY STREET  
Address 2:  
Address 3:  
City: NEWTOWN      State: GA      Georgia  
Postal: 30303  
Phone: 770/475-9999  
Email ID: jdoe@sao.ga.gov

Register    Edit    Submit

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**



- 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**

**Employee Expense Reimbursement**

John Doe

Vendor ID: \_\_\_\_\_ Empl ID: 00123456

**Your Bank Information**

Routing Number:

Account Number:

[View check example](#)

**Your Contact Information**

Country:

Address 1:

Address 2:

Address 3:

City:  State:  Georgia

Postal:

---

Phone:

Email ID:

**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.



- 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: \_\_\_\_\_ Empl ID: 00123456

**Your Bank Information**

Routing Number:  Confirm Routing Number:

Account Number:  Confirm Account Number:

[View check example](#)

**Your Contact Information**

Country: United States

Address 1:

Address 2:

Address 3:

City:  State:  Georgia

Postal:

Phone:

Email ID:

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**

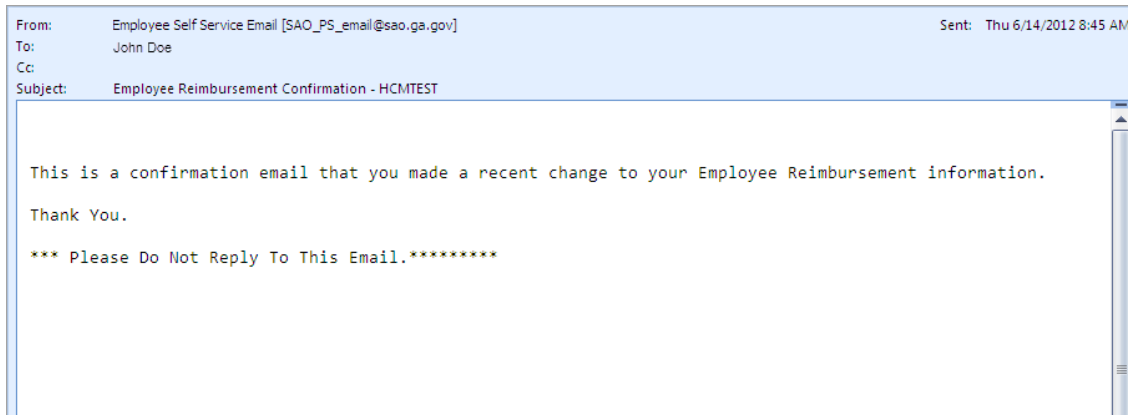
**Employee Expense Reimbursement**

**Submit Confirmation**

✓ The Submit was successful.



- 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.*



### *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

John Doe

Vendor ID: 0000019283      Empl ID: 00123456

**Your Bank Information**

Routing Number:

Account Number:

[View check example](#)

**Your Contact Information**

Country: United States

Address 1:

Address 2:

Address 3:


City:  State:  Georgia

Postal:

Phone:

Email ID:

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.



- 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.



## Employee Expense Reimbursement

John Doe

Vendor ID: 0000019283

Empl ID: 00123456

### Your Bank Information

Routing Number:  Confirm Routing Number:   
Account Number:  Confirm Account Number:

[View check example](#)

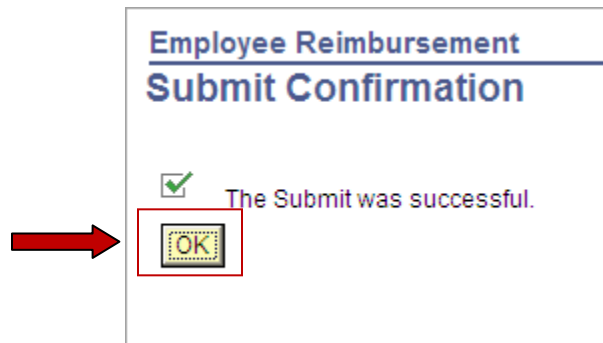
### Your Contact Information

Country:   
Address 1:   
Address 2:   
Address 3:   
City:  State:  Georgia  
Postal:   
Phone:   
Email ID:

#### Helpful Instructions:

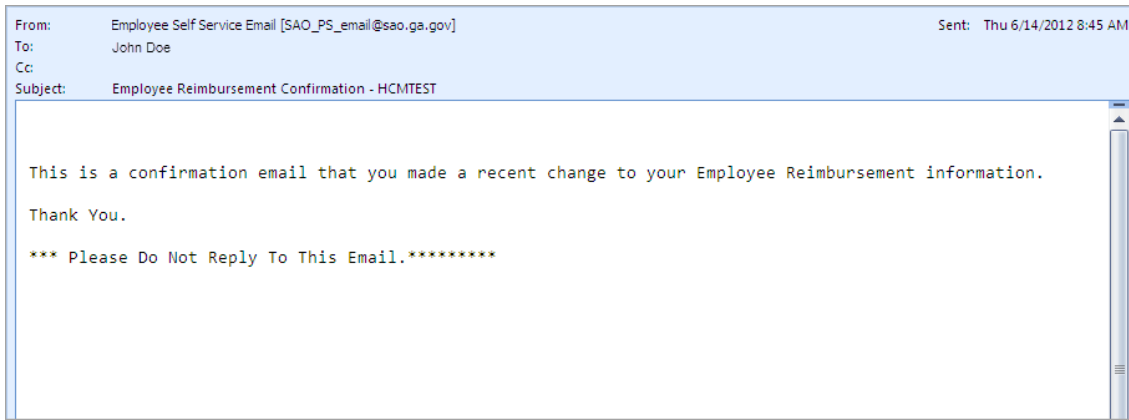
- \* You must click on Submit or your information will not be saved.
- \* Completion of this page is required for any employee reimbursement.
- \* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.

- Select **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 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: 0000019283

Empl ID: 00123456

#### Your Bank Information

Routing Number:

Account Number:

[View check example](#)

#### Your Contact Information

Country:

Address 1:

Address 2:

Address 3:

City:  State:  Georgia

Postal:

Phone:

Email ID:



#### 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**



## Employee Expense Reimbursement

John Doe

Vendor ID: 0000019283

Empl ID: 00123456

### Your Bank Information

Routing Number:  Confirm Routing Number:   
Account Number:  Confirm Account Number:

[View check example](#)

### Your Contact Information

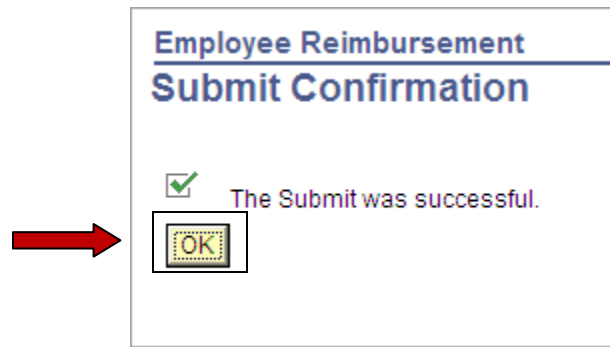
Country:   
Address 1:   
Address 2:   
Address 3:   
City:  State:  Georgia  
Postal:   
Phone:   
Email ID:

Helpful Instructions:

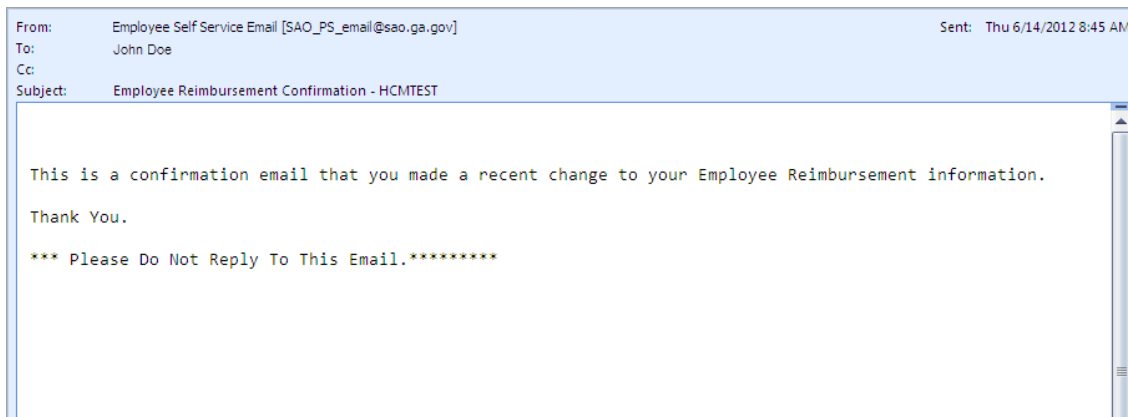
- \* You must click on Submit or your information will not be saved.
- \* Completion of this page is required for any employee reimbursement.
- \* This is not paid from payroll as a Direct Deposit, because it is paid out of Accounts Payable as an ACH or check.

- The old Routing Number will still appear in the Routing Number field, delete the old number
  - 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
- The old Account Number will still appear in the field, highlight and delete the old number
  - 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





- 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.

