Self Service
Manager Business Expense Approval

Contents

Introduction

Employees can enter business expense reimbursement information using Self Service. As a manager or supervisor, you will also approve the expense information and validate the labor distribution that is entered by employees using Self Service. The data is secured by your user ID and password. Agency payroll staff will have the final review before processing the information.

Employees are not required to enter business expenses on these Self Service pages. Employees may continue to submit paper forms for reimbursement of business expenses. The records that you can view as a manager on the Business Expense pages will be ones that employees in your department add in Self Service that require approval from you before they are processed by agency payroll staff.

All requirements for receipts and documentation of business expenses also apply to expenses entered in Self Service. Contact your agency HR/Payroll staff for instruction on how receipts and supporting documents are verified and maintained in your agency.

The Internal Revenue Service (IRS) requires that if employee business expenses are not submitted for reimbursement within 60 days after the expenses were paid or incurred, the reimbursement is categorized as supplemental wages and becomes taxable for federal, state, FICA and Medicare; and withholding tax must be taken.

These instructions are intended to be used at the time expenses are being approved. It is recommended that the user print these instructions so that they are easily accessible at the same time that review/approval is being done in Self Service.

General Information and Deadlines

There are five pages inside the Self Service Business Expense tile:

- **Main**: This page defaults the employee's personal and job information. Dates and descriptions are entered on this page.
- **Mileage**: The employee enters mileage information such as trip miles, local miles, and rates if appropriate on this page. Multiple destinations or vehicle types can be entered on the same day.

- **Meals and Lodging**: The employee enters meal and lodging expenses on this page. Breakfast, lunch, or dinner can be specified separately, or the employee can "bunch" meal totals for the day.
- **Other Expenses**: All other expenses are entered on this page.
- **Advances**: The employee enters advance requests on this page.

Business expenses that have been entered, approved by the manager, and given final review and approval by agency payroll staff no later than Thursday noon of the week the pay period ends, will be processed for the following payday.

Definitions

Expense Group ID

An **Expense Group ID** or **Expense ID** is a number used to identify a group of business expenses. It is assigned when a group of expenses is successfully saved for the first time. All rows in the expense group generally pertain to a particular event, trip, or project. When an expense group ID is assigned to a business expense advance, that unique number is used when the advance is settled, and expenses are entered. Related expenses are kept together in this way. Additional expense rows can be added to an expense group ID at any time.

Expense Status

Each business expense includes a processing expense status that indicates the progress of the business expense from entry to payment. Employees, managers, and agency payroll staff can view status values on expense records.

EXPENSE STATUS	DEFINITION
New **New/Not Ready** **Errors** **Errors Exist**	Expenses in these statuses require additional approvals or further modification before being paid.
Ready	Expenses will be processed with the next pay calculation.
Processed	Expenses have either already been paid or have been processed and will be paid on the next paycheck.

These values should not be confused with Approval Flag values (discussed on the following page) used by managers and payroll staff when searching for expenses that may require their approval.

IRS Mileage Rate

The standard **IRS mileage rate** is established and updated periodically by the Internal Revenue Service. It determines the taxable amount of a mileage reimbursement. Any portion of mileage reimbursed at a rate greater than the standard IRS rate is added to taxable grosses (federal, state, FICA, and Medicare) and is subject to tax withholding. Mileage reimbursed at a rate equal to or less than the standard IRS rate is not taxable.

Most bargaining agreements and compensation plans reference the standard IRS mileage rate as the rate an employee is to be reimbursed when they are required to use his/her personal (privately owned) automobile to conduct state business. Therefore, the Self Service business expense process automatically calculates mileage using the IRS mileage rate in effect on the date the miles were driven. If mileage should be reimbursed at a rate other than the IRS rate, the applicable rate should be entered, and the system will recalculate.

Access Employee Business Expense Information Requiring Approval

To access Business Expense information that is ready for your approval, take the following steps.

ACTION	RESULT
1. Access the Self Service Portal https://mn.gov/selfservice.	**Self Service Portal** sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	**Self Service Portal Homepage** displays.
3. On the Self Service Homepage, select the Self Service tile.	**Self Service Landing page** displays.
4. Select Manager Tasks.	**Manager Tasks** page displays.
5. Select Manager Business Expenses.	The **Select Business Expense** page displays.
6. In the **Approval Flag** field, select the **[COMBO BOX ARROW]** button. You must select one of the following values: • Agency Approved • Agency Not Approved • Employee Complete • Manager Approved **NOTE:** In most cases you will select *Employee Complete*. Expense group IDs with an **Approval Flag** of *Employee Complete* are ready for the manager's review and approval. Only Expense Group IDs that have **ALL** rows marked *Complete* by the employee are considered to be *Employee Complete*.	

ACTION	RESULT
7. You may also complete either the **Empl ID** field or the **Last Name** field to further direct your search for expense records. • In the Empl ID field, enter the employee's ID number, and or • In the Last Name field enter either a full or partial last name. If you enter a name (or part of a name) that is shared by more than one employee, a list will display that includes all employees whose names meet the criteria.	
8. Select the **[FETCH]** button.	The **Select Business Expense** page displays search results in the Business Expense Data section.
9. On the Business Expense Data listing that displays, select the **[GO TO]** button next to the first expense record you wish to review.	The **Main** page of the business expense record displays.

Do *not* use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using the Menu.

Approve Business Expense Data

The Business Expenses tile contains five pages: **Main**, **Mileage**, **Meals and Lodging, Other Expenses** and **Advances**. Managers use these pages to approve business expense information and validate labor distribution that has been entered by employees.

To approve employee business expense data <u>if your department's employees are entering expenses only</u> and leaving the labor distribution responsibility to payroll staff, follow the instructions below.

<table>
<tr><th>ACTION</th><th>RESULT</th></tr>
<tr><td>1. Review the expense information on all five of the Business Expense pages.
NOTE: To view information on the page:
• Business Expense rows requiring approval will display information.
• Business Expense rows previously approved or processed will display as collapsed.</td><td></td></tr>
<tr><td>2. Receipts are usually added by the employee. However, managers can also add receipts.
If you have receipts to attach electronically, select the **[ADD RECEIPTS]** button.
• Under the Receipts header, select the **[ADD]** button.
• In the File Attachment pop-up box, select the **[BROWSE]** button.
• In the Choose File to Upload window, locate the file you want to attach.</td><td></td></tr>
<tr><td>3. When the file/path name appears in the File Attachment pop-up box, select the **[UPLOAD]** button.</td><td>A message displays indicating the Add Attachment succeeded. Select the **[OK]** button. The **[ADD]** button has been replaced with the **[VIEW]** button.</td></tr>
<tr><td>4. The **Description** field displays to the right of the **[VIEW]** button on the row added for the receipt. This is a required field that must be completed with text further describing the receipt. The **Description** field must be completed before the record can be successfully saved.</td><td></td></tr>
<tr><td colspan="2">**NOTE:**
• All receipts are added using the **[ADD RECEIPTS]** button on the Main page, regardless of which page in the tabs will be used to enter the business expense detail (earn code, amount, etc.).
• Receipts can be added before entering expenses on the other pages of the tabs; however, to successfully save the Expense ID, at least one expense row must be added.</td></tr>
</table>

ACTION	RESULT
5. To Add an additional receipt, select the **[ADD A NEW ROW]** button next to the **[VIEW]** button, and repeat steps 2 and 3 as many times as necessary.	
6. Verify entries using receipts and supporting documentation. (Contact your agency Payroll/HR staff for instructions on how receipts and supporting documents are verified and maintained in your agency.)	
7. If changes are necessary: Contact the employee and ask the employee to make the change. Employees can make changes to expense rows that they have marked complete by first unchecking the **[COMPLETE?]** box. After making a change, the employee must check the **[COMPLETE?]** box again and select the **[SAVE]** button. OR The manager can uncheck the **[COMPLETE?]** box. Make the changes, and then check the **[COMPLETE?]** box again. Select the **[SAVE]** button.	
8. To approve rows that are complete and correct: • Select the **[APPROVED?]** box to approve a single business expense row. OR • Select the **[CHECK APPROVED ALL]** button to approve ALL business expense rows on a page. **NOTE:** Only Expense Group IDs that have ALL expense rows marked Approved will be reviewed by payroll staff for final approval and processing.	The **[APPROVED?]** box will display a **[CHECKMARK]** when the row has been approved. Rows marked Approved are totaled in the **Total Trip Expense** field.
9. When all necessary changes have been made and all expense rows on all pages are marked Complete and Approved, select the **[SAVE]** button and then the **[YES]** button. **NOTE:** If there is a problem, question, or documentation issue with a row, and it has been left unapproved, the employee or manager must delete that row so the others can be processed. When the issue has been resolved, the row can be added to the same expense group ID at a later date.	The system will display an affirmation message asking that you indicate that the expenses are approved based on knowledge of necessity for travel and on compliance with all provisions of applicable travel regulations. Selecting the **[YES]** button will attach your electronic signature to the record.

ACTION	RESULT
	When the record is successfully saved, status values are assigned indicating the progress of the expense record from entry to payment. See page 2 for Expense Status definitions.
10. To review other business expense records, select the **[RETURN TO SELECT BUSINESS EXPENSE]** button.	The **Select Business Expense** page displays your previous search results. In the Business Expense Data section of the page, the flag Manager Approved will appear in the New Approval Flag column for the business expense record that was just successfully approved.
11. On the Business Expense Data listing that displays, select the **[GO TO]** button for the next expense record you wish to review.	
12. Repeat the steps above for each business expense record that requires your approval.	

Verify that Business Expense Information is Manager Approved

When business expenses that have been completed by employees have all been reviewed; all necessary corrections of errors have been completed; and all information has been approved; you can verify that the records are ready for agency payroll staff to review for final approval and processing:

To verify that employee business expense records have been approved, follow the instructions below.

<table>
<tr><th>ACTION</th><th>RESULT</th></tr>
<tr><td>1. Use the Select Business Expense page to verify that all employee business expense records that require your approval have been approved.

On the Select Business Expense page in the Approval Flag field select the [COMBO BOX ARROW] button and select Employee Complete.</td><td></td></tr>
<tr><td>2. Select the [FETCH] button.</td><td>• If there are no business expenses completed by employees in your department that you have left unapproved, the following will display: the [FETCH] button and zero rows fetched.

• If there are expense rows displayed because of selecting the [FETCH] button, there are additional expenses that require your attention. Return to the "Approve business expense data" section of these instructions.</td></tr>
<tr><td>3. After approving all employee-completed business expenses, you may want to follow up on other Approval Flag values.

On the Select Business Expense page in the Approval Flag field select the [COMBO BOX ARROW] button and select a value. You can search for expenses where the Approval Flag value is:

• (none) – The employee has entered expenses and saved the expense group but has not completed it.

• Manager Approved – The manager has approved some or all expenses in the expense group. The agency payroll</td><td></td></tr>
</table>

ACTION	RESULT
staff has not yet taken any action to process these expenses further. • *Agency Not Approved* – The agency payroll staff has begun the review and approval process for an expense group, but the process is not completed. • *Agency Approved* – The agency payroll staff has approved each expense in the expense group. Expense groups that were not entered in Self Service are included with this group as well as all expenses that have previously been paid. <u>Be cautious when using Agency Approved as the Approval Flag for a search/fetch.</u> Searching for Agency Approved expenses has the potential to fetch a very large number of records since all previously paid (processed) records are marked “Agency Approved.” Therefore, a search using Agency Approved will display the **[PROCESSED?]** box, which is used to further limit search results. • Leave the box blank to view expenses that have been approved by agency staff and will appear on a future paycheck, • Select the box to view expenses that have appeared on previous paychecks. It is also recommended that you complete either the **Empl ID** field or the **Last Name** field.	
4. Select the **[FETCH]** button.	The **Select Business Expense** page displays the Business Expense Data section.
5. Remember, only Expense Group IDs that have ALL rows marked Approved will go to 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, you may contact the employee and 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.	

To Exit

Action	Result

When you are finished, choose one of the following:
• To return to **Self Service Landing page**:
  ○ Select the **[HOME]** button in the upper-right corner of the page.
  ○ - AND -
  ○ On the menu, select the Self Service tile.
• To exit Self Service, select the **[SIGN OUT]** link in the upper-right corner of the page.
	Self Service Homepage displays.
	
	Self Service Landing page displays.
	
	Self Service Portal sign in page displays.

What Happens Next:

A batch process runs Tuesday, Wednesday, and Thursday night of payroll processing week (the week the pay period ends.) All business expenses that have been entered, approved by the manager, and given final review and approval by agency payroll staff no later than Thursday noon of the week that the pay period ends will be processed for the following payday. Business expenses that are not given final approval by the deadline will remain in the system to be processed during a future pay period.

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency HR/Payroll office.

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.

PROBLEM	SOLUTION
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 insure that the miles traveled on dates *prior to the change* calculate at the correct rate.
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.
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.
Do I need to select the **[SAVE]** button on every page?	Selecting the **[SAVE]** button on any single page in the Business Expenses tile will save the information on all five pages. You are not required to save the information on a page before moving to the next page. But you may choose to do so to avoid the risk of losing data if you should be interrupted and the Self Service application "times out."
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.